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DLA MAIL MANAGEMENT PROGRAM

DEFENSE LOGISTICS AGENCY HEADQUARTERS

CAMERON STATION

ALEXANDRIA, VIRGINIA 22314

(Supplementation is permitted by Primary Level Field Activities.)

This manual implements DoD Instruction 4525.8, Official Mail, and General Services Administration (GSA) Federal Property Management Regulation (FPMR), subpart 101-11.3, supplements the U.S. Postal Service (USPS) Domestic Mail Manual (DMM), and complements DLAR 5325.1, Official Mail. The policies and procedures in this manual have been developed to cover all aspects of the DLA Mail Management Program, except the processing of mail containing classified information. Classified mail will be handled in accordance with DoD 5200.1-R, Information Security Program Regulation, as implemented by DLA. This manual applies to HQ DLA and all DLA field activities.

It is the policy of DLA that mailing costs be kept to the minimum necessary to conduct essential DLA business. The rising cost of mail service makes it imperative that DLA personnel become postal cost conscious. All personnel should strive to attain a basic understanding of the different classes of mail and their applications, and then use the most economical class of mail that will get the job done.

Definitions used in this manual are included in appropriate chapters. This manual includes many procedures promulgated by other communications. It is designed for flexibility in that policy and procedural changes will be published by replacing only affected chapters. The Chief, Resources Management Division, Office of Administration, HQ DLA (DLA-XA) will publish future changes as necessary. Mail and Postal Managers (MPMs) and other mailroom personnel are encouraged to submit recommendations for improvement of this manual to HQ DLA, ATTN: DLA-XA.

BY ORDER OF THE DIRECTOR

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CHAPTER 1

GENERAL

1-1 BACKGROUND AND SIGNIFICANT CHANGES. The establishment of the USPS in the early 1970s marked the end of Government agencies paying a fixed sum for postage regardless of the quantity of pieces mailed. The distinction between the public and private sector was dropped. In 1972, USPS and DoD formalized an agreement for a penalty mail reimbursement system and the USPS sampling method began. This agreement was an interim measure, with USPS reserving the right to ultimately discontinue this system in favor of a postage meter program. In May 1980, the Military Postal Service Agency (MPSA) was established as the single manager for DoD mail. In September 1981, DoD Instruction 4525.8 was published. It requires that DoD components develop positive accountability as the basis for reimbursing USPS for official mail whenever feasible. This new policy is implemented in this manual, and represents the most significant change in policy and procedures. Mail policy and procedures have been revised extensively throughout this manual, which should be reviewed in its entirety.

1-2 PURPOSE AND SCOPE. This manual defines methods and procedures for managing DLA mail in a cost-effective manner. It applies to HQ DLA and all DLA field activities. It is designed to be used in conjunction with the Domestic Mail Manual (DMM) and the following publications.

a. DLAR 4540.7, Use of USPS for Materiel Movement. This regulation sets policy and procedures for the use of USPS as a mode of transportation for the shipment of small parcels from DLA depots and from contractor facilities when procurement is made by supply centers retaining contract administration.

b. DLAM 8300.3, Transportation and Packaging Manual for Contract Administration Services. This manual provides policy guidance applicable to shipments moving via USPS and private carriers against Defense Contract Administration Services-administered contracts.

c. DLAR 5200.12, DLA Information Security Program. This regulation governs the transmission of classified information and materials.

d. DLAM 5710.1, Physical Security Manual. This manual pertains to access to central mailroom, and special threat situation actions in mailrooms.

1-3 PROGRAM MANAGEMENT

a. Administrative Mail Management. The DLA Administrative Mail Manager, DLA-XA, implements policies of GSA, DoD, and the Military Postal Service Agency (MPSA). MPSA is the DoD liaison between all DoD components and HQ USPS for all DoD mail policy matters. DLA-XA is the central point of contact between DLA and MPSA for policy matters, and between DLA and USPS for operating procedural matters. The DLA Administrative Mail Manager monitors the use of official mail through periodic analysis of postal costs, and advises DLA activities when areas of special emphasis need additional management attention for cost-reduction purposes.

b. Responsibilities. Responsibilities of HQ DLA, DLA field activity mail and postal managers, and DLA mailers are covered in DLAR 5325.1, and chapter 2 of this manual.

CHAPTER 2

RESPONSIBILITIES AND FUNCTIONS
OF DLA MAIL AND POSTAL MANAGERS AND
ALL DLA MAILERS

2-1 APPOINTMENT OF ADMINISTRATIVE MAIL AND POSTAL MANAGERS (MPMs). The Heads of all DLA field activities will appoint a MPM. The name of the primary level field activity (PLFA) MPM, office symbol, and AUTOVON telephone number will be forwarded by letter to DLA-XA. DLA-XA will periodically publish a listing of PLFA MPMs to afford greater interchange by and between DLA mail management personnel.

2-2 LIAISON WITH LOCAL POSTAL OFFICIALS. All MPMs are encouraged to establish and maintain contact with their local post offices to ensure compliance with USPS regulations and to obtain operational guidance, as needed.

2-3 DLA-XA GUIDANCE. PLFA MPMs will inform DLA-XA of any special problems which conflict with or are not covered in this manual. Also, MPMs should contact DLA-XA when situations occur which cannot be resolved on a local basis or which may have a wider impact on other DLA field activities.

2-4 RESPONSIBILITIES OF MAIL AND POSTAL MANAGERS. MPMs have the ultimate responsibility for establishing management controls to ensure prompt, efficient, and economical mail operations, and to establish necessary controls to ensure compliance with this manual and USPS regulations. This includes the receipt, control, distribution, and dispatch of DLA mail. Other responsibilities are discussed throughout this manual. Basically, these responsibilities are as follows:

a. Effectiveness of Mail Operations. MPMs will monitor mail practices periodically to ensure that DLA mail is sent by the most economical means. The MPM will review mail practices and procedures at least annually, and followup on implementation of improvements. MPMs may use the GSA booklet entitled, Evaluating Mail Management - A Self-Inspection Guide for Agencies. This booklet may be obtained from the Office of Information Systems, ATTN: GSA/ADTS/CSSM, Washington, D.C. 20405. MPMs may develop other checklists to monitor the overall effectiveness of mail operations when appropriate.

(1) CONSOLIDATED MAILINGS. MPMs will consolidate mailings to common addressees whenever possible. This includes mail between DLA activities and any other organizations to which the activity mails frequently. See paragraph 13-1.

(2) USPS MAILING STANDARDS. MPMs will review mailings to ensure they are not subject to surcharges or prohibited from the mails. USPS levies surcharges on lightweight, nonstandard letter mail and prohibits mailing of envelopes which do not meet the minimum size, thickness, and length-to-height standards. Nonstandard mail is covered in paragraph 5-11.

b. Positive Accountability. MPMs will implement positive accountability for DLA official mail as the basis for USPS reimbursement in accordance with DLAR 5325.1. This includes postage meters (or support agreements with activities already using postage meters), computerized postage systems, and permit imprint mailings. The USPS sampling method using DoD-304 indicia items may be used only by DLA activities with annual mail costs of less than \$10,000. Positive accountability methods and procedures are discussed in chapters 7 through 10.

c. Training Program. MPMs at all DLA activities will establish a continuing employee awareness program for all mailroom personnel and all DLA personnel who prepare or dispatch official mail. Training programs are covered in chapter 3.

d. USPS Regulations. MPMs will maintain a copy of the USPS Domestic Mail Manual (DMM). Also, MPMs will requisition the USPS Postal Bulletin which promulgates changes to the DMM. These publications are available through local library or publications supply channels.

2-5 RESPONSIBILITIES OF ALL DLA MAILERS

a. Standard letter-sized envelopes will be used whenever possible. Large manila envelopes (flats) may be used only when contents may be damaged by folding, or the contents will not fit in a standard-size envelope.

b. Presorted or bulk mail discounts will be used when mailings are eligible and economically feasible. Mailers should bring these applications to the attention of the activity MPM, who will work with postal officials to comply with USPS mailing requirements. Chapter 5 covers presorted bulk mailings by class of mail. Chapter 9 covers permit imprint presorted mailings, and chapter 10 covers postage meters. Indicia mail cannot qualify for discount rates (only permit imprint and metered mail).

c. Recurring mailings will be reviewed on a periodic basis:

- (1) For essentiality.
- (2) To reduce frequency.
- (3) To reduce volume.
- (4) To update mailing lists.

d. Printing practices will be reviewed:

- (1) To consider microform alternatives for mailing publications.
- (2) To require adequate printing leadtime to permit economical mail service.
- (3) To reduce publication weight, as practicable, by:
 - (a) Printing on both sides of paper.
 - (b) Selecting the lightest-weight paper.
 - (c) Using all available printing space.
- (4) To ensure that contracts for printing and distribution contain DLA specifications for using the most economical mailing services consistent with the priority of the case.

e. Computerized mailings will be reviewed:

- (1) To consider alternatives to hard copy mailings.
- (2) To promote computer output formats that make maximum use of available print space to reduce the weight of mailings.
- (3) To update mailing lists.
- (4) To use presort discounts when cost-effective. Postal Publication 232, Computer Programming for Presort First-Class Mail may be obtained from the local post office.

f. Suspense dates for correspondence, recurring reports and one-time reports should be established carefully to permit adequate mailing time. DLA mailers should not use express mail or special mail services for the sole purpose of meeting suspense dates.

g. Written negative replies or reports should not be solicited or prepared unless there is an economic impact or written requirement to do so. AUTOVON telephone negative replies can reduce DLA mail volume.

h. A transmittal letter for forms with a completed "TO" addressee should not be prepared when a transmittal letter does not add anything to the content of the form.

CHAPTER 3

TRAINING IN MAIL MANAGEMENT

3-1 RESPONSIBILITY. All MPMs will prescribe mail management training programs for their own activity.

3-2 TYPES OF TRAINING FOR MAIL MANAGEMENT PERSONNEL

a. Formal Training. MPMs at all DLA activities and all mailroom personnel should avail themselves of formal training whenever possible.

(1) The General Services Administration (GSA) sponsors classes such as "Mail Management" and "Mail Operations", which help mail management people learn the fundamentals of mail management. For information, the local training officer should contact the nearest GSA Training Center. Instructors will travel to any city for agencies wishing to enroll 20 or more employees in a course.

(2) Home study correspondence courses are available to DLA personnel through the Army Correspondence Program. Interested personnel should obtain Department of the Army (DA) Pamphlet 351-20-8, U.S. Army Institute of Administration Correspondence Course Catalog. This catalog contains many courses on mail management at no cost to DLA personnel. To enroll in this training program, complete DA Form 145, Army Correspondence Course Enrollment Application. The DA Pamphlet and forms may be requisitioned through DLA publications supply channels. On-the-job group study programs taught by a group leader also are explained in this pamphlet.

b. On-the-Job-Training. All DLA activity mailroom personnel should receive initial orientation and on-the-job training to ensure a basic understanding of local mail procedures and equipment operation. Followup training is vital when changes occur to postal services, mail rates, and mailroom personnel. A Suggested Reading Guide is at FIGURE 3-1.

c. Vendor training on the use of postage meters and other labor-saving mailroom equipment should be requested from the appropriate vendor through the local training officer.

3-3 PERIODIC BRIEFING ON MAIL ECONOMY. All MPMs at all DLA activities should consider conducting an orientation briefing for all mailroom personnel and all personnel who prepare or dispatch official mail. Audiovisual productions on mail management are available to all DLA activities. Contact DLA-XT (AV 284-6076) for further information on borrowing DoD-owned audiovisual productions. The periodic orientation should stress mail economy and consist of selected topics appropriate for the audience such as:

a. Point of Contact. All personnel should know the mailroom phone number to obtain guidance and information on official mail. We suggest that MPMs furnish all mailing activities with DLA Form 1722, Outgoing Mail, to affix to outgoing mail boxes. This decal will provide a phone number to call when assistance is needed.

b. Classes of Mail. A brief overview of each class of mail, their subgroups, and how to mark these classes on outgoing mail items are provided in chapter 5 and may be used by MPMs to develop orientation material.

c. Volume Reduction. To minimize the volume of mail and expedite handling, employees are advised to:

(1) Have personal mail sent to home addresses (see subparagraph 4-2a).

- (2) Handle official matters by telephone, whenever possible.
- (3) Eliminate written negative replies and negative reports.
- (4) Eliminate unnecessary transmittal letters, especially for preaddressed forms.

d. Internal Messenger Operations. The delivery schedules and routes used by mailrooms should be discussed (see paragraph 11-6 c). Also, if automated delivery systems are used, refresher training should be given users and customers of this service. Automated delivery systems are discussed in paragraph 11-6 d (2).

e. Preparation of Outgoing Mail. Mail preparation and addressing procedures should be discussed, such as those outlined in chapters 12 and 13. Also, include a discussion of standard-size envelopes, outlined in paragraph 12-3 i, and depositing outgoing mail, described in paragraph 13-4.

f. Unauthorized Uses of Official Mail (see paragraph 4-2).

g. Postage Meter Security Precautions (see paragraph 10-10).

h. Hazardous Materials. DMM 124 describes hazardous materials which cannot be mailed. USPS Notice 107 and current USPS regulatory publications may be obtained at the local post office.

i. Unnecessary Incoming Mail Processing. Procedures such as unnecessary opening, date/time stamping, suspense control, and routing are examined in paragraph 11-5 c.

3-4 CONTINUING EMPLOYEE AWARENESS. Each MPM should promote the use of economical mailing practices. Periodically, GSA publishes FPMR bulletins which promote postal economy. Also, the local post office can provide posters which alert personnel to improvements in mailing practices. Special employee recognition programs, such as "Mailroom Employee-of-the-Month", are suggested as a method of encouraging mailroom personnel to continue their efforts to reduce the cost of DLA mail. Periodically, MPMs should survey customers to critique mail operations and to solicit new ideas for economy and efficiency in the administrative mailroom.

SUGGESTED READING GUIDE
FOR MAILROOM
PERSONNEL.

MAIL AND POSTAL MANAGERS SHOULD REVIEW AND SELECT APPROPRIATE PUBLICATIONS FOR NEW MAILROOM PERSONNEL. THE FOLLOWING MATERIAL IS SUGGESTED:

- DLAR 5325.1, Official Mail.
- DLAM 5325.1, DLA Mail Management Program (and the PLFA supplement).
- Your Mailroom Routing Guide (see paragraph 11-5b).
- USPS Domestic Mail Manual (DMM).
- USPS International Mail Manual.
- USPS Postal Bulletins.
- USPS Publication 62, Modern Mailroom Practices.
- USPS Memo for Mailers.
- USPS regulations on mailing hazardous materials (obtain from the local postmaster).
- FPMR 101-11.2, Records Management Handbook, Managing the Mail, Federal Stock Number 7610-00-181-8021.
- Department of the Army (DA) Pamphlet 340-3, Official Mail - Reducing Mailing Costs. \Board, Inc., 256 Regal Row, P.O. Box 220505, Dallas, TX 75222.
- DMM Appendix A (Directives Related to the DMM) lists numerous publications by specific topic which may be of interest to DLA mailers.
- Evaluating Mail Management - A Self-Inspection Guide for Agencies, Office of Information Systems, ATTN: GSA/ADTS/CSSM, Washington, D.C. 20405.

NOTE: UNLESS OTHERWISE SPECIFIED,
PUBLICATIONS MAY BE REQUISITIONED
FROM DLA PUBLICATIONS SUPPLY OR LIBRARY CHANNELS.

FIGURE 3-1

CHAPTER 4

UNAUTHORIZED AND AUTHORIZED USE OF DLA POSTAGE

4-1 DEFINITION. DLA postage is any postage paid by HQ DLA for materials transmitted through the USPS. This includes mail dispatched by postage meters, permit imprints, other forms of positive accountability, and DoD-304 indicia.

4-2 UNAUTHORIZED USES. Incidents of unauthorized use should be directed by MPMs to their local security or legal officials. Official DLA postage will not be used for the following purposes.

a. Personal Mail. DLA official mail channels will not be used for dispatching outgoing personal mail which has no bearing on the official business of DLA. To avoid the many problems which can develop, all personnel will be advised to have their correspondents address their personal mail to the home address. In addition, DLA mail personnel cannot be held responsible for the handling of personal mail. USPS responsibility ceases upon delivery of incoming mail to the DLA activity concerned. For outgoing mail, USPS responsibility does not commence until it is received by USPS employees. Local postal officials can be contacted for possible assistance in locating USPS mailboxes at or near DLA activities for use by employees in depositing outgoing personal mail.

b. Unofficial Matters. Official mail will not be used for unofficial matters which do not relate exclusively to the business of the Government, such as retirement ceremony announcements and social functions afterwards, Christmas cards, job resumes (including Standard Form 171, Personal Qualifications Statement), chain letters, or any material that promotes participation in non-Government-sponsored groups see DMM 137.22).

c. Lawful Requirements. DLA postage will not be used by persons or concerns that the law requires to submit certain information.

d. Return Reply Mail. See paragraph 8-3 regarding the use of courtesy envelopes.

e. Concessionaires. Official mail will not be used by concessionaires or their employees at DLA activities.

f. Bidders or Contractors. Official mail is not authorized for bidder or contractor use when seeking to obtain Government business.

g. Nonappropriated Fund Instrumentalities. Official mail will not be used by nonappropriated fund instrumentalities corresponding with individuals or commercial agencies concerning merchandise or mailings related to procurement of goods for resale, collection of income, or strictly operational mailings such as advertising matter, billings, and sending merchandise to or from customers or concessionaires. Also, official mail will not be used for mailing nonappropriated fund instrumentality films for paid exhibition and merchandise, or for mailing privately published periodicals for resale.

4-3 AUTHORIZED USES. DLA postage may be used for all other official mail relating exclusively to the business of the U.S. Government, including the following purposes.

a. Reserve Affairs. Mailings by and between military personnel reserve affairs offices throughout DLA and reserve members assigned to DLA are authorized by the USPS and MPSA/Army agreement of 25 Aug 80.

b. Combined Federal Campaign. Mailings pertaining to campaign literature, reports, or other official matters necessary to conduct the campaign are authorized.

c. Nonappropriated Fund Management. Managerial (administrative) mailings related exclusively to the official business of the U.S. Government are authorized.

d. Certain Morale, Welfare and Recreation Program Mailings. Heads of PLFAs have the authority, consistent with the provisions of DoD Directive 1330.2, Funding of Morale, Welfare, and Recreation (MWR) Programs, to use official mail to discharge their MWR mission but not for any revenue-producing activities. For example, commanders may use official postage to inform people eligible to use MWR activities if the information is part of a consolidated MWR information package. However, DLA postage may not be used when the information concerns only the operations of individual MWR activities conducted with nonappropriated funds.

e. Official Ceremonies, such as change of command, provided no reference is made to nonofficial social functions to be held afterwards.

4-4 CONTRACTOR AND VENDOR USE (see DMM 137.253)

a. Use of DoD-304 Indicia Items. No contractor or vendor may use DLA's DoD-304 indicia items, for whatever reason.

b. Use of DLA's G-53 Permit Imprint. Printer-mailer, recruiting, advertising, and service contractors may use DLA's G-53 permit imprint marking for mass mailings, IF USPS MAILING REQUIREMENTS CONTAINED IN DMM 145 ARE MET (see chapter 9 on permit imprints). Such contractors making mailings for DLA are required to use the G-53 permit imprint for all classes of mail EXCEPT third-class bulk rate and second-class mail.

c. Use of Postage Meters. Contractors may be allowed to use official mail postage meters licensed to and under DLA control when approved by the Directorate of Contract Management, HQ DLA (DLA-A), and when circumstances warrant the loan of such equipment.

d. Prepaid Postage. When the use of DLA postage meters is not practical, contractors will prepay postage costs and be reimbursed by including such costs as a separate item on the invoice for supplies mailed or the service rendered.

e. Other Contractor Requirements. Contracts or purchase orders must prescribe the use of mail classes, and special postal services when authorized, that will be at the lowest possible cost consistent with the required delivery date, security, and accountability of the mail matter. Official envelopes and labels used by any contractor must bear the printed return address of the furnishing DLA activity. No return name and address of a private person, concern, organization, or contractor may be shown. When a special service is authorized for contractor mailings, the type or service will be preprinted on the envelope or label. Private users of official envelopes and labels may not add their own marking for these services. Formats for permit imprints are illustrated at FIGURE 9-1.

CHAPTER 5

CLASSES OF MAIL AND THEIR USES -
AN OVERVIEW

5-1 DEFINITIONS

a. Classes of Mail. The same classification standards that apply to private sector mail apply to Government mail. All mailable matter in the domestic postal system is grouped into classes. These are first-class mail, second-class mail, third-class mail, and fourth-class mail. When in doubt about the proper mail class, mailers should contact their activity MPM.

b. Domestic Mail. Mail sent within the continental United States (CONUS), including all U.S. territory located within the North American continent between Canada and Mexico and adjacent territorial waters, is considered domestic mail.

c. Overseas Mail. Mail sent to all locations outside CONUS, is considered overseas mail. However, overseas mail addressed to Military Post Offices (MPOs) is mailed at domestic rates.

5-2 MAIL CLASSIFICATION ENDORSEMENTS. All mailings (EXCEPT letter-size mail containing first-class mail matter) must be marked to show the appropriate mail classification in order to ensure proper handling and correct assessment of postage charges by USPS. Letter-size mail receives first-class mail service automatically and no marking is required. If the sender does not mark an endorsement on other outgoing mail, mailroom personnel will select the least expensive class of mail for these metered items. Unendorsed mail weighing over 12 ounces but less than 1 pound will be metered with third-class single-piece postage. Unendorsed mail weighing 1 pound or more will be metered at the fourth-class (parcel post) rate. The Postal Service will treat unendorsed DoD-304 indicia mail used by small DLA activities as specified above (see DMM 137.271).

a. Methods of Endorsement. Markings for mail classes other than first-class letter-size mail must be preprinted, rubber stamped, or hand printed. Lettering will not exceed $\frac{1}{4}$ inch nor be less than $\frac{1}{8}$ inch in height.

b. Placement of Endorsement. Mail class markings for metered mail will be placed immediately below or to the left of the meter stamp, or in the ad plate area of the metered portion (see FIGURE 12-2). If DoD-304 indicia items are authorized, markings will be placed $\frac{1}{4}$ inch below the line "DoD-304" of the indicia.

5-3 FIRST-CLASS MAIL. DMM 320 governs first-class mail. All unclassified official correspondence weighing 12 ounces or less will be treated as FIRST-CLASS mail. First-class mail weighing over 12 ounces may be sent by PRIORITY mail. Rates for first-class mail and single-piece third-class mail weighing up to 4 ounces are the same (see DMM 310 A and 611.11). First-class mail is primarily correspondence, post cards, bills, payments, and other transactions wholly or partially in handwriting or typewriting. It is private and will not be opened for postal inspection. Other mailable matter may be sent by first-class mail if time is of essence. USPS service objectives are overnight delivery in the same or designated cities, 2-day delivery up to 600 miles, and nationwide delivery within 3 days. Most domestic first-class class mail is delivered within 2 days.

a. Domestic Air Service. First-class mail addressed to CONUS destinations receives the most rapid transportation available, and air mail envelopes for domestic mail are no longer authorized.

b. Overseas Air Service to MPOs. The military post office (MPO) system automatically transports MPO letter-sized and other first-class mail by air to overseas destinations. MPO mail is discussed in paragraph 5-9, below.

c. Priority Mail. DMM 122.7, 324, and 310 F describe priority mail. First-class zone-rated priority mail is not a class of mail, but a combination of air mail and first-class service. Unclassified first-class correspondence weighing OVER 12 ounces (and other classes between 9 ounces and 70 pounds) may be marked "PRIORITY MAIL" when speed of delivery is essential. Parcels may not exceed 108 inches in length and girth combined. DMM Exhibit 752 illustrates how to measure the length and girth of a parcel. Pieces must be marked "PRIORITY MAIL" (on both sides) in order to receive priority handling. The local post office provides priority mail stickers at no charge for this purpose. Priority mail is a good alternative to use instead of express mail (discussed in chapter 7) because it covers destinations not served by express mail---and costs less. It is available through any post office to any mailing address in CONUS. Priority mail is transported by the most expeditious means, including the fastest connecting surface carriers. It offers overnight service to designated cities and second-day nationwide service (depending on destination), as opposed to next-day service for express mail. Special mail services (discussed in chapter 6), such as special delivery, restricted delivery, return receipts, and insurance are permitted by USPS to be used in conjunction with priority mail. Priority mail rates are determined by zones. USPS zone charts are available free of charge at the local post office. Zones are based upon distance, for example:

	WITHIN A RADIUS OF
ZONE 1	50 MILES
ZONE 2	150 MILES
ZONE 3	300 MILES
ZONE 4	600 MILES
ZONE 5	1,000 MILES
ZONE 6	1,400 MILES
ZONE 7	1,800 MILES
ZONE 8	(ALL AREAS OUTSIDE ZONE 7)

d. Presorted First-Class Mail. This is an economical way to send BULK first-class mail at a discount. It is governed by DMM 323 and 360. ONLY MAILINGS PAID BY THE G-53 PERMIT IMPRINT (CHAPTER 9) OR POSTAGE METERS (CHAPTER 10) QUALIFY FOR PRESORTED DISCOUNT RATES. A 3-cent per piece discount from the single-piece rate is given for each piece of 10 or more pieces sorted to the same 5-digit ZIP Code or 50 or more pieces sorted to the same 3-digit ZIP Code prefix, when they are part of a single mailing of not less than 500 pieces. The rate for presorted post cards is 1-cent less than the regular post card rate. All pieces must be of identical size and weigh 12 ounces or less. Presorted mail must be taken to a bulk mail acceptance unit, because USPS will not normally pick up presorted mail from a Government agency. However, under certain circumstances, USPS will provide customer collection (check with your local post office). Activities using postage meters or permit imprints must print or stamp "PRESORTED FIRST-CLASS" either in the ad plate area or above the address (immediately below or to the left of the permit imprint or meter stamp). Postal Form 3602-PC, Statement of Mailing, Bulk Rates must be submitted with each metered mailing, or Postal

Form 3602, Statement of Mailing with Permit Imprints, with each permit imprint mailing. Presorted first-class envelopes may be ordered from Federal Supply Schedule (FSC 75, Part V, Class 7530, Office Supplies, Envelopes: Mailing, Printed and Plain). The annual presort fee is paid by the DLA Mail Bill. MPMs and DLA mailers should seek mailing applications which might qualify for this discount. Volume mailers are encouraged to use the presort discount system whenever it is cheaper to DLA, and whenever the cost advantages outweigh preparation and processing costs. Perform a cost comparison to determine if separating, bundling, and sacking manpower costs exceed the USPS per piece discount for presorted first-class mail. When an application is cost effective, MPMs should contact the local post office for implementation details. Federal agencies do not require special HQ USPS authorization to mail at these discount rates. Postal Publication 61, Presort First-Class Mail is available from local post offices.

5-4 SECOND-CLASS MAIL. Government agencies are eligible to apply for two types of second-class authorizations for publications which meet the general requirements of DMM 421, as well as the specific requirements cited below. In general, publications must be issued at least four times a year, issued by an office where circulation records are maintained, and be formed of printed sheets (not reproduced by stencil, mimeograph, or hectograph).

a. General Publications. This category of mail is governed by DMM 422.2 and is defined as publications which disseminate information of a public character. General publications must have a list of PAID SUBSCRIBERS and must not be designed primarily for advertising purposes. The term, "paid subscribers," means that more than 50 percent of the copies circulated are paid at a rate above a nominal rate. A postal form must be completed. Original entry fees and fees for each additional application will be paid by the DLA Mail Bill. This mail must be presorted and prepared in accordance with DMM 460, 470, and 137.273b. Postage is determined by applying a pound rate for the nonadvertising portion to the total weight of each mailing, plus a piece rate which is determined by the presorting level accomplished. Consult the local post office for assistance in applying for approval, preparation, mailing, and rate information.

b. Requester Publications. DMM 422.6 and 410-490 prescribe this subclass of second-class mail, which was previously referred to as "controlled circulation mail." Requester publications pertain to "time value" periodicals, but mail may receive DEFERRED service. It is processed in the same manner as SECOND-CLASS mail. When used, these rates offer substantial monetary savings. Although the Government may not receive preferred or phased rates available to the public, second-class mail REGULAR rates shown in DMM 411.2 do offer service at a cheaper rate than first-class mail. Rates are calculated by applying a pound rate to the total weight of the mailing PLUS a piece rate. The piece rate is determined by the level of presorting accomplished. Periodicals must contain at least 24 pages, be issued at regular intervals of four or more times a year, and be circulated free (or mainly free). Covers or wrappers must be imprinted with "REQUESTER PUBLICATIONS - POSTAGE PAID AT (place)" and the words "NO ADVERTISING." Also, USPS issues publication identification numbers which must be shown on mailing statements. Other preparation requirements are contained in DMM 460 and 137.273b. The low postage costs are based on precise premailing preparation, presorting by ZIP Code, and submission of a mailing statement with each edition. Also, a mailing permit is required. Other postal forms are required initially and periodically. Publishers must maintain certain records (see DMM 422.6d and 447) including a list of persons who request the

publication; and 50 percent or more of the copies must be distributed to persons making such requests. To use requester publications, the mailer must complete a postal form and submit it to the local post office where mailings are to be deposited. If mailers or MPMS think a periodical qualifies for requester publication rates, contact the local post office for details.

5-5 THIRD-CLASS MAIL. This class of mail is governed by DMM 610-690. Its low-cost rates are designed to provide economy when fast delivery is not essential. Third-class mail receives deferred surface transportation by USPS. Delivery within a specified time is not guaranteed. USPS service objectives are second or third-day delivery for certain presorted third-class mail, and 4 to 10-day delivery for other third-class mail depending upon distance and postal zones. There are two subgroups of third-class mail.

a. Single-Piece, Third-Class Mail. Single-piece, third-class rates are the SAME as first class rates up to 4 ounces (see DMM 310 A and 611.11). Since the rates are the same (but first-class service is faster), send the piece by FIRST-CLASS mail if it weighs 4 ounces or less. Rates for this subgroup are applied to each piece by weight. No presorting or special preparation is required. It provides low-cost service for a piece of printed matter or other matter weighing over 1 ounce and less than 1 pound. (If it weighs 1 pound or more, it graduates to fourth-class mail.) Printed matter must be reproduced, printed (or computer prepared), not handwritten or typewritten, or be characterized as actual or personal correspondence. Examples of third-class mail includes books, booklets, circulars, catalogs, posters in mailing tubes, printed documents in plastic-wrapped packages, and so forth.

b. Bulk Third-Class Mail

(1) GENERAL. This subgroup of third-class mail is governed by DMM 622 and 640-690. It is used to obtain a discount on mailings of reproduced or printed matter such as computer-printed matter, periodicals, circulars, books, or catalogs. Lower rates are applied to identical size and weight mail sent to different addressees, and mailed at the same time. USPS has two methods of rate computation; that is, by total pounds or by total combined pieces. Payment may be made by postage meter or permit imprint.

(2) USPS PREPARATION AND PAYMENT REQUIREMENTS. Provisions of DMM 660 and 670 (with the exception of DMM 662.2, 662.3 and 681.2) apply to Government mailings. Also, refer to DMM 137.275c for use of Postal Form 3602-PC, Statement of Mailing Bulk Rates, and 137.273c(2) on envelopes or wrapper markings. USPS requires Postal Form 3602, Statement of Mailing, Bulk Rates for each mailing. USPS does not allow use of special mail services (chapter 6) with bulk mailings. Discount rates are based upon precise premailing preparation, ZIP CODE presorting, counterstacking, and bundling or sacking. Delivery time cannot be a factor, because bulk third-class mail is deferred and is moved by surface transportation. Mailings during peak mailing periods should be avoided. Normally, they are the last week of November, the entire month of December, the first to the fifth day of each month, and the 26th to the end of each month. Contact the local post office to obtain authorization to use and information on bulk mailings.

(3) POTENTIAL APPLICATIONS. MPMS should seek applications within their activities which qualify for these low rates because significant postage savings can be achieved. Cost advantages should be weighed against USPS preparation and processing requirements by performing a cost comparison. When a potential application is economically justifiable, MPMS and a representative of the mailing organization should visit the local post office. Applications must meet the following criteria:

(a) Printed matter must be reproduced by any process which does not have the characteristics of original correspondence (such as handwriting or original typewriting). This includes printed or computer-prepared matter.

(b) Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to 5-digit ZIP Code destinations.

(c) Each piece must be part of a package of 10 or more pieces sorted and sacked to the same 5-digit ZIP Code.

(d) Each sack must contain a minimum of 50 pieces or 10 pounds of mail to the same 5-digit ZIP Code.

(e) Each piece must weigh less than 1 pound.

(f) Each piece must be IDENTICAL IN SIZE AND WEIGHT (or have the same character, such as letter-sized envelopes or flats). Printed matter INSIDE each PIECE NEED NOT BE IDENTICAL.

(g) Each mailing must be posted using the same type of rate. Mailings eligible for the "piece" rate cannot be mixed with "pound" rate mailings.

(h) The required number of pieces or pounds must go out at the same time to the same post office where the permit is filed.

(i) Books or catalogs must have at least 24 or more bound pages (22 of which are printed) and must weight less than 1 pound. If these items weigh more than 1 pound, consider the Special Fourth-Class Book Rate, discussed below.

5-6 FOURTH-CLASS MAIL. This class of mail, governed by DMM 710-794, receives deferred service. USPS does not guarantee delivery of fourth-class mail within a specified time because it moves by surface transportation. When time is not critical, fourth-class mail is a cost-effective service. There are four subgroups of fourth-class mail. USPS offers different rates for types of mail within each subgroup.

a. Parcel Post. This is the first subgroup of fourth-class mail. There are two types of rates for fourth-class parcel post.

(1) SINGLE-PIECE, ZONE-RATE (PARCEL POST) apply to mailable matter weighing 1 to 70 pounds and measuring not more than 108 inches in length and girth combined. DMM Exhibit 752 illustrates how to measure the length and girth of a parcel. Rates are based upon postal zones. Also, rates vary if a parcel goes within or outside a bulk mailing center, and if parcels are machinable or nonmachinable (see DMM Exhibits 711.1a through c). Applications include printed matter, supply items, and other matter not mailed at a higher class. Parcels must be mailed at a time and place specified by the local post office, and should be endorsed, "PARCEL POST." Special mail services cannot be used with this subgroup of fourth-class mail.

(2) BULK ZONE-RATES (PARCEL POST) apply to 300 or more IDENTICAL-WEIGHT pieces. They need not be the same size or have identical contents. To qualify, parcels must weigh at least 15 pounds and must not exceed 108 inches in length and girth combined (see DMM Exhibit 752). Special services such as special delivery and special handling are permitted by USPS to be used for the entire mailing (but not for selective, individual parcels). Bulk fourth-class, zone-rated mail must be marked, prepared, and presorted by postal zones. Mailings must be at a time and facility specified by the local post office. Payment may be made by permit imprint or postage meters. Statements of mailing must be submitted with each mailing.

b. Bound Printed Matter. This is the second subgroup of fourth-class mail. It consists of advertising, promotional, directory or editorial material bound by permanent fastenings (staples, spiral binding, glue, stitching, etc.), consisting of 90 percent printed (other than handwriting or typewriting) sheets and weighing 1 pound but less than 10 pounds. It does not include books eligible for SPECIAL FOURTH-CLASS BOOK RATES (discussed

below), stationery, pads blank printed forms, or personal correspondence. There are two rates for bound printed matter (see DMM Exhibit 711.2). These are SINGLE-PIECE ZONE rates and BULK rates. Both are computed by postal zone. Special mail services are permitted by USPS for bulk mailings only. Bulk mailings require a mailing statement, specific markings, presorting, bundling or palletizing, as described in DMM 763. Permit imprint procedures must be used for mailings under the bulk rates for bound printed matter, and must be prepared in accordance with DMM 767.

c. "Special" fourth-class mail is the third subgroup. There are two types of rates within this subgroup. Rates are based upon weight, without regard to postal zones.

(1) BOOK RATES FOR SINGLE PIECES (see DMM Exhibit 711.3) represent the lowest-cost rates available to Government agencies. Periodicals, computer tapes, magnetic diskettes, and similar storage devices cannot be mailed at special fourth-class rates. To qualify for this classification, books or bound material must contain at least 24 total pages with 22 printed pages of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations. This is a category for mailing books (including parcels of manuals and regulations), 16-millimeter (or narrower) films, printed music, printed objective test materials, sound recordings, playscripts and manuscripts for books, educational reference charts, and looseleaf papers and binders with medical information. It provides substantial savings over other classes, and should be used when slower delivery times are acceptable. It receives approximately the same speed of service as third-class mail and fourth-class parcel post.

(2) PRESORT RATES for Levels A and B (see DMM Exhibit 711.3 and 724.2) are for bulk mail presorted by ZIP Code and mailed in minimum quantities of 500 identical-weight pieces or 2,000 identical weight sackable pieces. Statements of mailing, an annual presorted mail fee, special markings, and sack labeling are required. Payment may be made by the G-53 permit imprint. Presorted special fourth-class mail must be taken to a designated acceptance unit, unless special arrangements are made for the post office to accept it at the mailer's location. Volume mailers are encouraged to use the presort discount system when it is cheaper to DLA.

d. Fourth-Class Library Rates. This is the fourth subgroup of fourth-class mail. In accordance with DMM 137.273a(9) and 725.1, Federal Government agencies are not entitled to use nonprofit rates or fourth-class library rates. These rates are basically for public libraries, schools, museums, and nonprofit organizations.

5-7 MIXED CLASSES OF MAIL.

a. Incidental First-Class Attachments or Enclosures. DMM 136.4 governs incidental attachments or enclosures which are closely associated with or related to the host piece. Examples are an invoice for a book or publication, or a letter explaining the contents of a parcel. Prior to December 1981, there was a requirement for dual postage when FIRST-CLASS mail was attached to, or enclosed in, pieces of certain other classes of mail. Previously, if a piece of first-class mail was attached to a second, third, or fourth-class mailing, USPS required postage for BOTH pieces. Under new rules, incidental FIRST-CLASS matter enclosed in or attached to SECOND-CLASS mail, THIRD-CLASS BOOKS and merchandise (but not merchandise samples), or FOURTH-CLASS mail does not require separate, additional postage. Postage is based on the COMBINED weight of the host piece (including the incidental attachment/enclosure). The entire item is mailed at the applicable rate of the host piece. Markings are no longer required for incidental first class attachments/enclosures.

b. Unrelated Attachments/Enclosures. DMM 136.2-136.3 governs combinations of unrelated mail. When unrelated mail of a higher class is enclosed in a lower class, the postage on the entire piece becomes that of the higher class. Therefore, unrelated higher-class mail should not be attached to or enclosed with a lower class. Send the two unrelated pieces going to the same addressee separately, at their own respective classes.

5-8 DETERMINING CLASSES FOR CERTAIN TYPES OF DLA MAIL. The responsibility to determine the least expensive method to send the mail rests with the MPM of each DLA activity. Every exception cannot be covered in this manual. MPMs have the authority to deviate from the following on a case-by-case basis:

a. Integrated Management Disposal System transaction listings, inventory listings, and reutilization requisitions may be sent FIRST-CLASS mail to a CONUS destination or by AIR MAIL to an overseas destination.

b. Publications and Blank Forms. All bulk distribution of publications (such as directives, instructions, regulations, and manuals) should be sent THIRD-CLASS mail, FOURTH-CLASS mail or, if the regulatory publications qualify, at the SPECIAL FOURTH-CLASS BOOK RATE. Blank forms should be sent THIRD-CLASS mail or FOURTH-CLASS mail. Exceptions are as follows:

(1) Bulk distribution of immediate-action publications and directives, publications in microfiche form, or regulatory publications and blank forms supplied in response to emergency requisitions may be sent registered or certified as FIRST-CLASS mail or PRIORITY mail. In such cases, other publications and blank forms may not be included as fillers. Also see paragraph 6-13g.

(2) Communications systems publications or material that is classified, accountable, or critical to safety may be sent as FIRST-CLASS mail or PRIORITY mail.

c. Periodicals. When eligible, periodicals (including magazines, journals, newsletters, digests, briefs, bulletins, and summaries) mailed directly to individuals or organizations will be sent at the CONTROLLED CIRCULATION or BULK THIRD-CLASS mail. When ineligible for these rates, periodicals over 4 ounces should be sent as SINGLE-PIECE, THIRD-CLASS mail (or FIRST-CLASS mail if 4 ounces or less, since rates for third and first classes are the same up to 4 ounces) or by FOURTH-CLASS mail. Periodicals do not qualify for mailing at the special fourth-class book rate.

d. Consolidated mail envelopes sent by DLA mailrooms will be mailed FIRST-CLASS mail when weighing 12 ounces or less or PRIORITY mail when weighing over 12 ounces (see paragraph 13-1).

e. Parcel Mail

(1) LOGISTICS PARCELS shipped under Military Standard Requisitioning and Issue Procedures (MILSTRIP) are governed by DLAR 4540.7 and DLAM 8300.3.

(2) NONLOGISTICS (ADMINISTRATIVE MAIL) PARCELS.

(a) Within CONUS, nonlogistics parcels weighing 12 ounces or less may be sent FIRST-CLASS mail and 12 ounces or more as PRIORITY mail if essential to meet a required delivery date.

(b) Nonlogistics parcels sent to, from, or between overseas areas may be sent FIRST-CLASS mail, PRIORITY mail, or MILITARY ORDINARY MAIL (MOM) only when the required delivery date necessitates airlift on overseas segments. (MOM is discussed below.)

(c) All other nonlogistics parcels will be sent THIRD-CLASS mail or FOURTH-CLASS mail.

5-9 MILITARY ORDINARY MAIL (MOM) is a special military airlift service, covered in DoD 4525.6-M, DoD Postal Manual. It is designed to airlift mail to, from, or between military post offices (MPOs), formerly known as APOs and

FPOs. MOM service is not applicable to mail addressed to CONUS destinations (including Alaska and Hawaii). This mail is moved by surface transportation within CONUS to gateway terminals (e.g., New York, San Francisco, or Seattle). Then, it is moved by air carriers on overseas routes. DoD 4525.6-L, Mail Distribution Scheme for Military Post Office Location List, identifies all MPOs. DoD 4525.6-L and -M may be requisitioned through normal publications supply channels.

a. Applications. MOM service is available for items sent CONTROLLED CIRCULATION, THIRD-CLASS mail, FOURTH-CLASS mail, or SPECIAL FOURTH-CLASS BOOK RATE. (Letter mail and other first-class mail automatically goes by air to MPOs.) MOM should be used only when mail destined for MPOs must have faster transportation than surface modes, but does not require first-class mail or priority mail service. Examples are flats, padded jiffy bags and parcels.

b. MOM markings are required on the address side (below the meter stamp or DoD-304 indicia) and on all remaining sides of parcels.

c. Space Available Mail (SAM) and Parcel Airlift Service (PAL) are not for official mail (see DMM 125).

5-10 INTERNATIONAL MAIL is governed by the USPS International Mail Manual and Publication 51, International Postage Rates and Fees. International mail consists of two categories: Postal Union Mail and Parcel Post. Surface and air services are available. Unless endorsed for airmail service, official international mail is treated as surface mail. International express mail and other special mail services (except for certified mail) are available to many countries. International mail is subject to weight restrictions, size limitations, and customs requirements pertaining to each country. International mail requires customs declaration forms on parcels addressed to civil addresses in foreign countries. MPO official mail does not require this form. Non-MPO international mail dispatched from a foreign country must bear that country's postage. Metered postage or DoD-304 indicia items (for small activities) may be used for official communications and parcels mailed through a USPS facility or military post office addressed to a foreign civil address. Overseas air service mail to non-MPO addresses should be marked "AIR MAIL-PARAVION." This will ensure prompt delivery. Unless endorsed for air mail service, official international mail will be treated as surface mail. The provisions on incidental enclosures described in paragraph 5-7 a above do not apply to international mail. Check with your local post office for assistance when dispatching international mail. USPS provides Poster 51 on international mail which may be helpful to you.

5-11 NONSTANDARD MAIL - PROHIBITIONS AND SURCHARGES. USPS assesses a 9-cent surcharge over and above applicable postage on nonstandard FIRST-CLASS mail weighing 1 ounce or less, and SINGLE-PIECE, THIRD-CLASS mail weighing 1 ounce or less. Nonstandard mail costs more because it cannot be processed by USPS mail sorting machines. USPS prohibits small mailing pieces (such as flimsy cards) because they become trapped in machinery causing jams and damage to other mail.

a. Prohibited Mail. Minimum sizes are governed by DMM 127-128. The following MINIMUM sizes apply to ALL CLASSES OF MAIL and all types of services. Mailing pieces (including bulk mailings) which do not meet these minimum size requirements are PROHIBITED from the mails. The following are minimum sizes established by USPS.

(1) All pieces must be at least .007 of an inch thick.

(2) All pieces which are $\frac{1}{4}$ inch or less thick (except keys and identification devices) must be rectangular in shape, at least 3« inches high, and at least 5 inches long. Pieces greater than $\frac{1}{4}$ inch thick may be mailed, even if they measure less than 3« by 5 inches.

b. Post cards are governed by DMM 322.2. They will not be accepted if they are smaller than 3« by 5 inches. If they are larger than 4⁷ by 6 inches, they cost more to mail. Therefore, DLA post cards should be designed carefully (see paragraph 12-8).

c. Surcharges for Nonstandard Mail. Standards and size limits for FIRST-CLASS mail are explained in DMM 352-353. THIRD-CLASS mail standards and sizes appear in DMM 650. The 9-cent nonstandard surcharge only applies to FIRST-CLASS mail (including FIRST-CLASS PRESORTED mail) and SINGLE-PIECE, THIRD-CLASS mail weighing 1 ounce or less under the following conditions:

(1) IF IT DOES NOT HAVE A HEIGHT TO LENGHT ASPECT RATIO OF BETWEEN 1 TO 1.3 AND 1 TO 2.5 INCHES. (This means that its length is less than 1.3 times the height or more than 2.5 times the height.) The ratio can be checked by dividing the length by the height. If the result is not between 1.3 and 2.5 inches, the piece will be subject to the surcharge. An Aspect Ratio Range Chart is at FIGURE 5-1.

(2) IF IT EXCEEDS 6-1/8 INCHES IN HEIGHT, OR 11« INCHES IN LENGTH, OR « INCH IN THICKNESS.

d. Determination of Surcharge and Prohibited Mail. To readily determine mail that will have a surcharge or be prohibited from mailing, refer to FIGURE 5-2. To help you check letter-size mail, your local customer services representative at your post office can provide a Letter-Size Mail Dimensional Standards Template, USPS Notice 3A.

ASPECT RATIO RANGE CHART -

DIMENSIONAL STANDARDS.

(ALL FIGURES INDICATED BELOW REPRESENT INCHES)

IF HEIGHT IS:	MINIMUM STANDARD LENGTH IS:	MAXIMUM STANDARD LENGTH IS:
3-1/2	5	8-3/4
3-5/8	5	9.06 or 9-1/16
3-3/4	5	9.375 or 9-3/8
3-7/8	5.037 or 5	9.687 or 9-11/16
4	5.2 or 5-3/16	10
4-1/8	5.362 or 5-3/8	10.312 or 10-5/16
4-1/4	5.525 or 5-1/2	10.625 or 10-5/8
4-3/8	5.687 or 5-11/16	10.937 or 10-5/16
4-1/2	5.85 or 5-7/8	11.25 or 11-1/4
4-5/8	6.01 or 6	11.562 or 11-1/2
4-3/4	6.175 or 6-3/16	11-1/2
4-7/8	6.337 or 6-5/16	11-1/2
5	6.5 or 6-1/2	11-1/2
5-1/8	6.662 or 6-11/16	11-1/2
5-1/4	6.825 or 6-13/16	11-1/2
5-3/8	6.987 or 7	11-1/2
5-1/2	7.15 or 7-1/8	11-1/2
5-5/8	7.312 or 7-5/16	11-1/2
5-3/4	7.475 or 7-1/2	11-1/2
5-7/8	7.637 or 7-5/8	11-1/2
6	7.8 or 7-13/16	11-1/2
6-1/8	7.962 or 7-15/16	11-1/2

FIGURE 5-1

SURCHARGES AND PROHIBITIONS

IF THE MAIL PIECE IS:	FIRST-CLASS MAIL	SINGLE-PIECE THIRD-CLASS MAIL	ANY CLASS	ANY CLASS, OTHER THAN KEYS AND IDENTIFICATION DEVICES
and weighs:	1 ounce or less	2 ounces or less	---	---
and the length of the piece divided by the height of the piece is:	not between 1.3 and 2.5, inclusive	not between 1.3 and 2.5, inclusive	---	---
or the height exceeds:	6-1/8"	6-1/8"	---	---
or length exceeds:	11-1/2"	11-1/2"		
or the thick- ness exceeds:	1/4"	1/4"		
and the thickness is:	---	---	less than 7/1000"	1/4" or less
and is:	---	---	---	not rectangular
or the height is less than:	---	---	---	3-1/2"
or the length is less than:	---	---	---	5"
THEN THE MAIL PIECE IS:	SUBJECT TO SURCHARGE	SUBJECT TO SURCHARGE	PROHIBITED FROM THE MAILS	PROHIBITED FROM THE MAILS

FIGURE 5-2 - SURCHARGES AND PROHIBITIONS

CHAPTER 6 - SPECIAL MAIL SERVICES

6-1 GENERAL. Extra fees are charged DLA for special mail services. Special mail services include registered, certified, insured, special delivery, special handling, USPS certificates of mailing, USPS return receipts, and restricted delivery. Express mail is covered in chapter 7.

6-2 LIMITATIONS. Do not use special mail services unless specifically required by law, DoD or DLA issuances, or other directives issued by Government agencies with which DLA must comply to carry on normal business.

6-3 DELEGATION OF AUTHORITY. MPMs may authorize the use of special mail services (not covered in paragraph 6-13 below) on a case-by-case basis provided these approvals are confined to the fulfillment of mission-essential functions.

6-4 ACCOUNTABLE MAIL. Special mail services may be used for accountable mail provided they meet the criteria in paragraph 6-3, above. DD Form 434, Record of Accountable Mail, will be used to control accountable mail, such as registered, certified, and insured. Upon receipt of accountable mail, recipient mail clerks will check items against Postal Form 3883, Firm Delivery Book-Registered, Certified and Numbered Insured. Then, these items will be posted to DD Form 434. DD Form 434 may be modified for use as a log for express mail, private carrier shipments, or bulk mailings by pen-and-ink insertion. PLFA supplements to this manual will include local procedures, such as receipt of accountable mail after duty hours, delivery of time-value items to recipients (e.g., bids before closing times), etc.

6-5 REGISTERED MAIL is governed by DMM 911 and 149.4. It provides a high security service with protection for sensitive, controlled, pilferable, irreplaceable, or one-of-a-kind mail. Also registered mail provides proof of mailing and delivery. It incorporates an unbroken chain of receipts, which slows the delivery process. USPS limits its use to first-class mail or priority mail in conjunction with return receipts and restricted delivery. Rates for Government registered mail do not provide insurance. Postal rules require that fees for items registered (and sent insured mail) must be prepaid, including postage (see paragraph 6-7). If indemnity coverage is required by law, DoD or DLA issuances, or directives of another Government agency with which DLA must comply to carry on business, the postage and registration fee must be prepaid by meter stamps at the time of mailing. USPS Label 200, Registered Mail, is available at your post office for large volume users. The numbers on the labels are optical character recognition (OCR) readable. These label numbers are now used in place of an assigned block of registered mail numbers, or stamping "Registered" on an article and then writing a number on the article.

6-6 CERTIFIED MAIL is governed by DMM 912. It provides evidence of mailing and a record of delivery for mailable matter of no intrinsic value sent first-class mail or priority mail. It provides a mailing receipt to the sender. No record is kept at the mailing post office, but a record of delivery is kept at the receiving post office for 2 years. Return receipts and restricted delivery services are offered by USPS in conjunction with certified mail. However, a copy of the delivery record can be obtained from the destination post office for a small fee, which makes the use of return receipts with certified mail unnecessary in many cases. Certified mail does not offer indemnity protection. It travels slower than first-class mail, but costs substantially less than registered mail.

6-7 INSURED MAIL is governed by DMM 913 and 149.3. With one exception (see paragraph 6-13h, below), it is not authorized within DLA unless required by law, DoD issuance, or directives issued by other Government agencies with which DLA must comply to carry on normal business. Only third or fourth-class mail, or mail containing third or fourth-class matter sent at the first class or priority rate is eligible to be insured. Return receipts and restricted delivery are offered in conjunction with insured mail. No record of mailing is kept by the sending post office; but a record of delivery is filed at the destination post office. Buying postal insurance for indemnity purposes is prohibited. Insurance amounts available for Government mail are \$20.01 minimum and \$50 maximum. To obtain indemnity greater than this amount, fees must be prepaid. Also, if items are sent registered AND insured, fees for both special services (plus postage) must be prepaid according to postal rules. Payment may be made by meter stamps or cash (e.g., imprest fund).

6-8 SPECIAL DELIVERY is governed by DMM 915. USPS permits its use in conjunction with all classes of mail. It is given expeditious delivery after arrival at the destination post office, which gives preferential handling and processing on the day of receipt. It is delivered on the next special delivery mail run or on the next regular mail delivery route. Also, it is delivered on Sundays and holidays. Fees are based upon the class of mail used and the weight of the article. It is not cost effective to use special delivery for addressees located outside a one-mile radius of a post office, or for post office box numbers. DMM 915.2a specifies that immediate delivery of special delivery mail is only for points within a radius of one mile of a post office. For addressees outside this radius, it does not provide faster service than first-class mail or priority mail. Your local post office provides special delivery stickers for future use.

6-9 SPECIAL HANDLING is governed by DMM 916. USPS limits its use to third-class mail and fourth-class mail. Its use with fourth-class mail (in lieu of express mail or first-class) can be very cost effective. Special handling mail does not go through bulk mailing centers and has quick delivery time. It provides preferential handling to the extent practical in dispatch and transportation between post offices, but does not provide special delivery from the destination post office. Parcels are delivered on regularly scheduled trips. Since most third and fourth-class mail is without time value, special handling may be used to expedite parcels during peak mailing periods (such as the Christmas rush period). Special handling costs much less than first-class mail, priority mail, and express mail if you need to expedite a parcel. Fees are based upon the class of mail used and the weight of the article.

6-10 CERTIFICATES OF MAILING are governed by DMM 931. They are not limited to any class of mail, but should be used only when evidence of mailing is mandatory and proof of delivery is not required. The fees do not insure against loss or damage. Certificates of mailing must be prepared in advance by mailers, and metered postage must be affixed before the item is delivered to the sending post office. For three or more pieces of official mail of any class or for bulk mailings, mailers may prepare appropriate USPS mailing statements which cause the fees to be placed on the DLA Mail Bill. These bulk mailings need not be metered. Refer to DMM 931.6 for further information.

6-11 RETURN RECEIPTS are governed by DMM 932. They furnish the mailer with proof of delivery when documentary proof of delivery is mandatory. Return receipts do not insure against loss or damage. USPS limits their use to registered mail, certified mail, express mail, and mail insured for more than \$20. When you must have a return receipt, it is less costly to use certified mail (not registered mail) for first-class mail. The USPS postal clerk prepares return receipts at the time of mailing. Requesting the recipient's address at the time of mailing costs more than requesting only the recipient's signature and date. When documentary proof of delivery by USPS is not mandatory, consideration will be given to the use of DLA Form 1721, Mail Receipt (see FIGURE 8-4). The use of this form will avoid the necessity to use return receipts, registered, insured, or certified mail.

6-12 RESTRICTED DELIVERY is governed by DMM 933, and should be used only for mail addressed to an individual by name if it is mandatory that a certain individual (or this person's designated agent) sign for it at time of delivery. USPS limits its use to registered mail, certified mail, and mail insured for more than \$20.

6-13 MAILING APPLICATIONS APPROVED FOR SPECIAL MAIL SERVICES. In accordance with paragraph 6-3, all special mail service applications require MPM approval EXCEPT the following:

a. Litigation, or Financial or Claims Disputes. This documentation may be sent REGISTERED or CERTIFIED mail when it is mandatory that the Government be able to produce evidence of mailing or proof of notification for use in possible or subsequent litigation, financial disputes, or claims. Examples are initial demand letters relating to debt collection, letters of warning, and equal employment opportunity investigative reports.

b. Accounting and Finance Documents

(1) Auditors' workpapers and audit files may be sent REGISTERED mail.

(2) Parcels of payroll checks and timecards may be sent by CERTIFIED mail. If these recurring documents are not received on time, the recurring use of EXPRESS MAIL is authorized (see paragraph 7-4b).

(3) Personnel and financial records of individuals may be sent REGISTERED mail.

(4) Original money account documents, documents comprising the accounts of a finance office, and the signature or die plate of an accounting and finance officer may be sent REGISTERED mail.

(5) Checks received from contractors may be forwarded to applicable agencies by REGISTERED mail.

(6) Computer Tapes. Unless otherwise indicated, the use of DLA Form 1721, Mail Receipt (see FIGURE 8-4) is recommended for mailing all computer tapes. Tapes containing valid data should be sent first-class mail, while third or fourth-class mail should be used for tape return. Tapes affecting pay and personnel systems may be sent SPECIAL DELIVERY or REGISTERED MAIL if circumstances warrant the additional expense. (Note: For care and handling of magnetic computer tapes, refer to FPMR subpart 101.36.12.)

c. Property Disposal. Precious metals may be sent REGISTERED mail (RETURN RECEIPT REQUESTED).

d. Qualified Products List. Qualification information, product removal justification, first article testing specimens, and qualification samples may

DLAM 5325.1 Change 1

be sent REGISTERED or CERTIFIED mail or by AIR MAIL to an overseas destination.

e. Accountable Documents and Forms. Matter concerning security and Government funds or payment may be sent CERTIFIED mail to a destination within CONUS, or REGISTERED mail to an overseas destination. Examples are blank Government bills of lading and Government transportation requests.

f. Classified Material. Classified material will be mailed using the special mail services required by DLAR 5200.12.

g. Publication Master Copies of Microfiche. Microfiche masters being sent to GPO fiche-producing contractors may be sent within CONUS using appropriate SPECIAL MAIL SERVICES (except insured mail) or overseas by AIR MAIL or FIRST CLASS mail. Also see paragraph 5-8b.

h. Interlibrary Loans. Only documents required to be insured in compliance with the Federal Library Committee Interlibrary Loan policies or lending library procedures will be sent by INSURED mail.

CHAPTER 7 - EXPRESS MAIL - POSITIVE ACCOUNTABILITY
THROUGH PERMIT MAILINGS

7-1 BACKGROUND. DLA obtained a permit to use express mail in the mid-Seventies. In 1978, Heads of DLA PLFAs were delegated the authority to control and approve express mail. The DLA Administrative Mail Manager reviews the DLA Mail Bill and advises mail and postal managers on ways to manage this service effectively.

7-2 PAYMENT FOR EXPRESS MAIL

a. Metered Locations. DLA activities using postage meters will not meter express mail. Express Mail is a positive accountability system and is itemized on the DLA Mail Bill. Use the DLA express mail billing number described below.

b. DLA Billing Number and Custom Designed Express Mail Agreements

(1) EXPRESS MAIL BILLING NUMBER. The DLA-wide express mail billing number is P-049. Subcontrol numbers for collocated DLA activities are identified in FIGURE 7-1. P-049 (or subcontrol numbers if applicable) will be written above the recipient's address on the envelope or parcel. The number is transcribed onto the express mail label/receipt at the post office. MPMS may enter the number on the label/receipt in advance if a supply is kept on hand.

(2) CUSTOM DESIGNED EXPRESS MAIL AGREEMENT NUMBERS. Programmed Custom Designed Service rates for scheduled (recurring) applications may be arranged with local post offices by entering into an individual service agreement. Activities having custom designed express mail agreements will update these agreements with their local post office in order to use the subcontrol numbers at FIGURE 7-1. All new custom designed express mail agreement NUMBERS will be forwarded to HQ DLA, ATTN: DLA-XA for verification of the DLA Mail Bill.

7-3 TYPES OF EXPRESS MAIL are covered in DMM 210. Maximum weight is 70 pounds, and size limit is 108 inches in length and girth combined. DMM 752 illustrates how to measure the length and girth of a parcel. Rates are based upon weight and distance calculated by nine express mail zones established by USPS. These zones are not the same as the postal zones explained in paragraph 5-3c. The local post office can provide express mail directories which show express mail zones. Rates vary depending upon the speed of service required. There are three domestic basic services available. They are Same Day Airport Service, Custom Designed Service, and Next Day Service (which includes service from Post Office to ADDRESSEE, and Post Office to POST OFFICE). Next Day Post Office-to-POST OFFICE rates are the lowest, and will be used instead of Next Day Post Office-to-ADDRESSEE service, whenever possible. No special mail services (except return receipts and address correction service) are permitted by USPS to be used in conjunction with express mail. Express mail is insured against loss or damage at no additional cost provided a claim is filed within 60 days from mailing (see DMM 294-295 and 149.5). Express mail is not available to all post office locations. As an alternative to express mail, regular FIRST_CLASS mail and PRIORITY MAIL (for mail weighing 12 ounces or more) offer 2-day service depending upon distance and service to all post office locations (see paragraph 5-3c).

7-4 DELEGATION OF AUTHORITY

a. One-time Express Mail Applications. PLFA MPMs may authorize the use of this service for one-time use on a case-by-case basis, provided a justification is placed in the mailing activity MPM's file.

b. Recurring Applications. PLFAs may use express mail on a recurring basis if an economic analysis is performed which shows that express mail will save the Government money, and if the Head of the PLFA approves its use in writing. If authorized by the Head of the PLFA or the Director of Installation Services, express mail may be used without performing an economic analysis for parcels of payroll checks and timecards (see paragraph 6-13b(2)). Approvals will be maintained in the PLFA MPM's and mailing activity MPM's files.

7-5 JUSTIFICATION FOR EXPRESS MAIL. Express mail is an expensive method of mail delivery. Express mail should be used only if the Head of the PLFA, the Director of Installation Services, and the PLFA MPM consider the application to be critical and cost effective. Express mail is justifiable when nonuse could result in the inability to perform an operational mission or in greater total delivery costs. Express mail should not be used if the document can be sent by facsimile transmission, or if a telephone call will do the job. Express mail should not be used automatically for the purpose of meeting suspense dates on correspondence, one-time reports, or recurring reports. Suspense date extensions should be requested by phone instead.

7-6 DOCUMENTATION FOR ONE-TIME AND RECURRING APPLICATIONS. MPMs must document requests to use express mail in order to determine if an application is one-time or recurring. MPMs at all DLA activities will take the following actions:

a. Obtain Approval from and Provide the PLFA MPM a Written Justification. Mailers will originate a justification for each one-time express mail item. An example is at FIGURE 7-2. Express mail will be delivered to the MPM unopened.

b. Establish a File by Organizational Element. MPMs will compare express mail requests from internal elements and subordinate activities to determine if an application is one time or recurring. This documentation will be filed in accordance with DLAM 5015.1, Files Maintenance and Disposition.

c. Develop a List of Approved or Disapproved Recurring Applications. MPMs will ensure that all mail clerks handling express mail are familiar with this listing.

7-7 REFUNDS FOR EXPRESS MAIL are defined by DMM 230. USPS offers a money-back guarantee on express mail not delivered on time. DLA Form 1721, Mail Receipt, (see FIGURE 8-4) may be used to track express mail deliveries, so that credits to the DLA Mail Bill will occur if the deliveries are not made on time. This form is designed in the Business Reply Mail post card format, and may be inserted in the envelope or parcel shipped by express mail. When express mail delivery standards are not met by USPS, the sending MPM should contact the sending postmaster who will investigate the circumstances. If justified, the postmaster will give credit to the DLA Mail Bill through the computerized USPS billing system. DLA Form 1789, Record of Accountable Mail, may be used to record the dispatch and receipt dates of express mail.

7-8 EXPRESS MAIL FORWARDING SERVICE. While refund of postage will be made if USPS does not meet its service standards for delivery to the original address, postage will not be refunded for subsequent delays in delivery if

forwarding or return service is provided. Express mail receives free nationwide forwarding service. In the past, undeliverable-as-addressed express mail was forwarded locally, but not to another post office. If unclaimed or undeliverable, it was returned to the sender at no additional charge. This mail is now forwarded as express mail without additional charge, as long as valid forwarding order is on file.

7-9 EXPRESS MAIL FOR MATERIEL. Materiel governed by DLAR 4540.7 will be shipped in accordance with instructions promulgated by the Transportation Division, Directorate of Supply Operations, HQ DLA (DLA-OT). Materiel shipped by express mail will be identified with express mail control number P-049-24 (see FIGURE 7-1). Custom design express mail agreements will be updated at local post offices with the P-049-24 subcontrol number, and all new custom designed express mail agreement NUMBERS will be forwarded to HQ DLA, ATTN: DLA-XA for verification of the DLA Mail Bill.

7-10 USE OF PRIVATE CARRIERS. The use of private or commercial carriers is governed by transportation regulations, and is not normally within the purview of administrative MPMs. Local transportation (or procurement) officials can provide advice about other overnight private carrier alternatives that are commercially available. Cost comparison is essential. For example, some overnight services cost twice as much as USPS express mail. However, other regular services (not overnight) for small parcel shipments of administrative mail are less expensive than USPS third-class or fourth-class mail. MPMs will establish coordination procedures with local transportation (or procurement) officials to ensure that ADMINISTRATIVE MAIL sent by private carriers is fully justified and cost effective. The use of overnight private carriers for administrative mail to circumvent express mail procedures outlined in this chapter is prohibited.

DEFENSE LOGISTICS AGENCY

EXPRESS MAIL SUBCONTROL NUMBERS

ACTIVITY/LOCATION	ADMINISTRATIVE MAIL GOVERNED BY DLAM 5325.1	ALL MATERIEL SHIPPED IN ACCORDANCE WITH DLAR 4540.7
HQ DLA ALEXANDRIA, VA 22314	P-049-11	
DASC ALEXANDRIA, VA 22314	P-049-12	
DFSC ALEXANDRIA, VA 22314	P-049-13	P-049-24
DTIC ALEXANDRIA, VA 22314	P-049-14	
DISC PHILADELPHIA, PA 19111	P-049-15	P-049-24
DPSC PHILADELPHIA, PA 19101	P-049-16	P-049-24
DCASR, PHILADELPHIA PHILADELPHIA, PA 19101	P-049-17	
DLSC BATTLE CREEK, MI 49016	P-049-18	
DPDS BATTLE CREEK, MI 49016	P-049-19	
DDMT MEMPHIS, TN 38114	P-049-20	P-049-24
DIPEC MEMPHIS, TN 38114	P-049-21	
DCSC COLUMBUS, OH 43215	P-049-22	P-049-24
DSAC COLUMBUS, OH 43216	P-049-23	
ALL OTHER DLA ACTIVITIES	P-049	P-049-24

FIGURE 7-1

DEFENSE LOGISTICS AGENCY
Inter-Office Memorandum

EXAMPLE

DATE:

SUBJECT: Justification for Express Mail

FROM : _____

TO : PLFA Mail and Postal Manager

1. The attached must be sent by Express Mail. The following justification is provided explaining the reason why this item is considered critical:

 _____.

2. I certify that this is a one-time application, and is not recurring application. It must be delivered no later than _____(date). It must be delivered to (city post office or to an individual's office) (circle one). I have considered the use of facsimile transmission or telephone notification, and certify that express mail must be used. First-class mail or priority mail (with two-day service) is not acceptable. If this is a recurring report or other suspense action, I have called the OPI, and an extension to the suspense date will not be granted.

3. I will call the recipient to ensure the above delivery date has been met by the USPS, and will inform you if a refund is due because of failure of USPS to meet delivery standards.

 Signature of Requester
 Office Symbol_____
 Phone_____Date_____

FIGURE 7-2

CHAPTER 8 - BUSINESS REPLY MAIL - POSITIVE
ACCOUNTABILITY THROUGH PERMIT MAILINGS

8-1 BACKGROUND. Government agency Business Reply Mail (BRM) is governed by DMM 137.252. Some of the provisions of DMM 917 also apply. BRM was implemented throughout DLA in 1980. It is one of many approved methods of positive accountability.

8-2 PAYMENT FOR BRM

a. DLA Permit. The DLA-wide permit which pays for all DLA BRM is 4966. This permit is INDEFINITE and does not expire. A reproducible copy of this master permit is at FIGURE 8-1. All DLA MPMs will file a copy of this permit with local postmasters.

b. Third-Party BRM. Third-party BRM is permissible under DMM 917.253. It is possible your activity could receive BRM (even though your activity does not send BRM). It could be returned to your activity even though it originated at some other DLA activity. DLA's master permit need not be furnished postmasters at other Defense component, Military Services, or other Government agency locations doing business with DLA. Postal officials in other locations processing third-party BRM where no DLA activity exists were instructed by HQ USPS message 7246, 5 Sep 80, to process and deliver Government BRM even though a particular agency's permit is not on file. DLA reimburses USPS for actual BRM costs, including the annual BRM permit fee, in accordance with DMM 137.21. Post offices will not collect BRM (postage due) from DLA activities but instead will use Postal Form 25, Trust Fund Account. Questions pertaining to the DLA BRM permit should be directed to HQ DLA, ATTN: DLA-XA.

8-3 "COURTESY" ENVELOPES. The expensive practice of providing a self-addressed courtesy envelope in the hope that a reply will be made quicker is prohibited in DLA. Although many people feel obligated to provide courtesy envelopes to others when DLA asks for information, it is not cost effective. If essential, the original sender may provide a self-addressed (plain or red-bordered) gummed label from supply channels. The respondent may affix this label to that organization's envelope and pay regular first-class postage to return the information to DLA.

8-4 REVIEW OF BRM APPLICATIONS. BRM is mandatory for nongovernment (private sector) addressees who will return mail items at DLA's expense. Applications should be reviewed on a case-by-case basis to ensure cost-effective practices. All returned BRM items are assessed a 5-cent surcharge over and above the cost of FIRST-CLASS postage. Since packages with BRM labels will ALWAYS return as FIRST-CLASS mail (instead of third or fourth-class mail), this can be a very expensive practice. Post card BRM (13 cents plus 5-cent surcharge) is cheaper than envelope BRM because postage for post cards is less expensive than postage for envelopes. Post card BRM is less expensive than a Government agency returning the information to DLA in a REGULAR envelope by first-class mail.

8-5 JUSTIFICATION FOR BRM. If there is no written, regulatory, or lawful requirement for DLA to pay the return postage, do not furnish BRM envelopes, cards, or labels unless economically justified. When a mailer can substantiate a financial loss to the Government if the requested information or material is not sent back (especially if the loss exceeds total mailing costs of all returned items having the BRM surcharge and using first-class

postage), BRM may be used for NON-GOVERNMENT addressees. The MPM should document these decisions and economic benefits by placing a memorandum for the record in the file. It may include the results of a test of both methods to determine economic feasibility. For example, if only a small percentage of mass mailings asking for information is returned, the loss of credibility to the information system could be cited as justification. The use of the BRM post card, DLA Form 1721, Mail Receipt, is authorized for ANY addressee (DLA activities if returned by consolidated mail, other Government agencies, or the private sector) if its use avoids the cost of using USPS return receipts and the associated costs of registered or certified mail.

8-6 PROHIBITIONS. BRM will not be used for other Government agencies, except post card BRM as discussed in paragraph 8-4 above. Government addressees may be provided a self-addressed (plain or red-bordered) gummed label. BRM will not be used for mailings within DLA. The use of BRM envelopes and cards AS BRM LABELS by affixing them to the outside of parcels or flats is prohibited by DMM Exhibit 917.52. Although DMM 144.112 permits metered items to be used for BRM purposes, DLA-metered items will not be used for reply mail because BRM is a positive accountability system, and premetered items not used by the recipient waste postage. Small DLA activities using DoD-304 indicia items will not provide these mailing items for reply mail purposes because their use could result in a surcharge and a possible postal complaint. USPS does not permit special mail services (such as registered mail described in chapter 6) to be used in conjunction with BRM.

8-7 DESIGN OF BRM ITEMS

a. Design or Procurement of BRM Items. Specifications for Federal Government BRM design are contained in DMM 137.252. Designs contained in DMM 917.5-6 should not be followed because they are for private sector BRM. BRM envelopes, post cards, and labels may be designed by forms management officers. Like other envelopes and labels, BRM envelopes and BRM labels do not need forms control. However, BRM post cards do require forms control (see paragraph 12-7 on post card design). BRM envelopes can be procured from GSA Schedule, Federal Supply Class 7530, Office Supplies, Envelopes, Mailing, Printed and Plain.

b. FIM Mark. Reproducible Facing Identification Mark (FIM) negatives are available at no charge from your local post office. FIMs will not be self-designed. The FIM should fall within 5/8-inch clear zone (see FIGURES 8-2 and 12-1). It is preferred that FIM bar tops extend to the top edge of the mailing item. The FIM must not drop lower than 1/8-inch from the top edge. When the bars do drop 1/8-inch or less, it is permissible to allow the bottom edges of the bars to extend slightly below the clear zone bottom line as necessary (see FIGURE 8-3). Horizontal lines are overprinted when envelopes are procured from GSA Schedule. They must be designed manually on BRM cards and labels.

c. Printing Processes. Any photographic, mechanical, or electrical process may be used to print the legend box and other specifications on the address side of BRM items. MPMs will coordinate finished BRM items with the local post office before printing to be sure these items are designed correctly. Examples of BRM items are at FIGURES 8-2 through 8-4.

8-8 ADDRESSING PROCEDURES FOR BRM. Addressing procedures for Government agencies varies from procedures governing private industry BRM. For

Government BRM, the ultimate recipient's address may be printed, typewritten, rubber stamped, or gummed labeled in accordance with DMM 137.252c(2).

8-9 DISPATCH OF BRM ENVELOPES. When a preaddressed BRM envelope is furnished for return of standard Government letter-size paper, mailers should use a standard size BRM envelope. Mailers should enclose it unfolded with outgoing correspondence in a slightly larger (4-1/8 by 9-1/2 inch) white envelope when available. If not available, mailers should fold the BRM envelope into three sections, and press the BRM envelope sections flat. Nonmachinable envelopes are illustrated in FIGURE 13-1.

(REPRODUCIBLE) DLA BRM PERMIT

NOTE: ALL DLA PLFAs AND ALL SUBORDINATE DLA FIELD ACTIVITIES MUST PROVIDE THIS BUSINESS REPLY MAIL PERMIT TO THEIR LOCAL POSTMASTERS. WHEN BRM IS RECEIVED AT YOUR LOCAL POST OFFICE, THE POSTMASTER COMPLETES POSTAL FORM 25. IT IS FORWARDED TO HQ USPS AND EVENTUALLY APPEARS ON THE DLA MAIL BILL. THIS PERMIT MUST BE ON FILE, IN ORDER THAT YOUR ACTIVITY MAY RECEIVE BRM PERMIT MAILINGS.

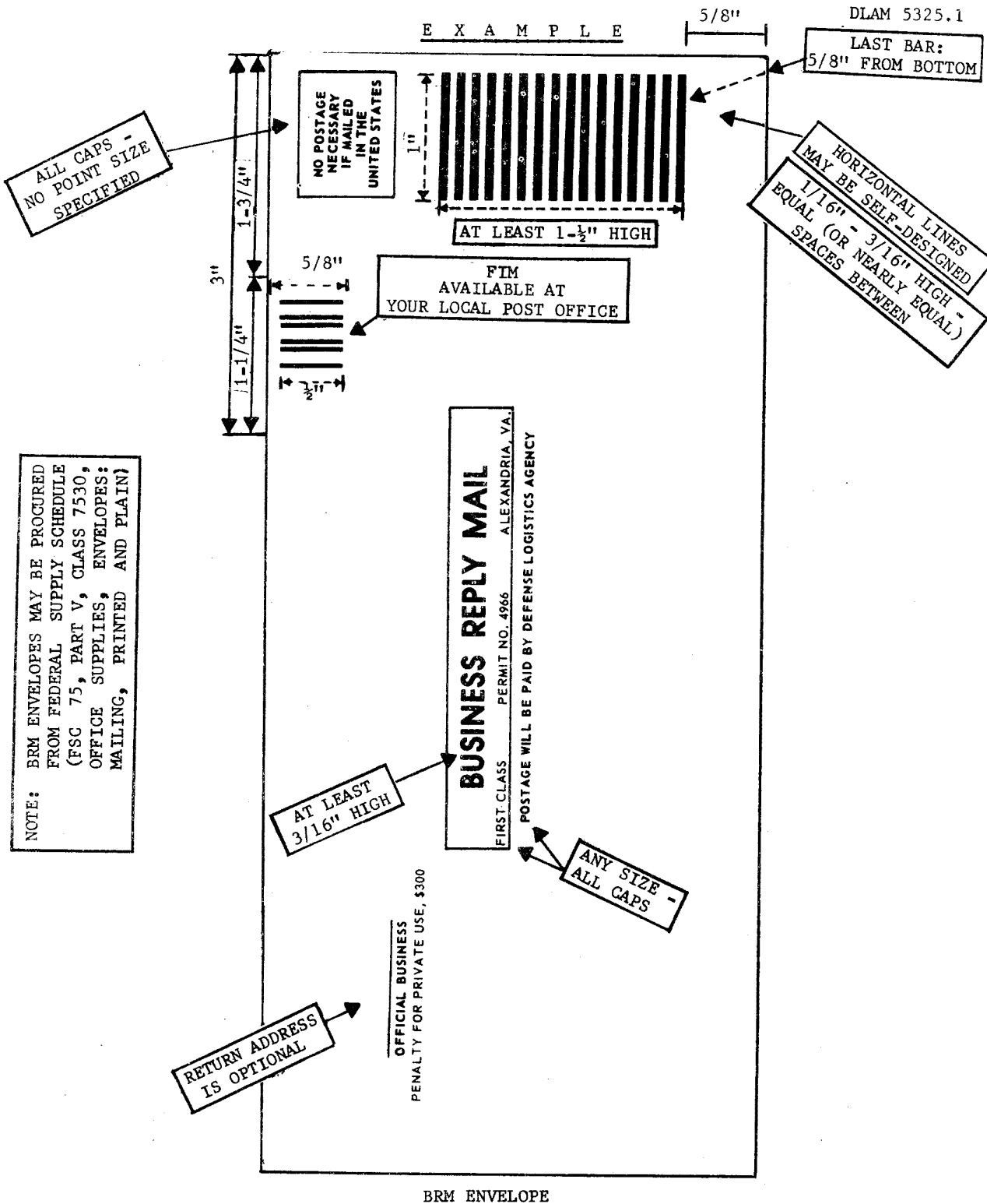
Federal Government Agency

U.S. POSTAL SERVICE			
PERMIT TO DISTRIBUTE BUSINESS REPLY CARDS, ENVELOPES, CARTONS, AND LABELS			
PERMIT NUMBER 4966	DATE OF ISSUANCE 7-25-80	DATE OF EXPIRATION Indefinite	SIGNATURE OF POSTMASTER <i>C. C. Phillips by J. L.</i>
You are authorized to distribute business reply cards, envelopes, cartons, and labels under the provisions of Section 131.23, Postal Service Manual. Your permit number must be shown on each card, envelope, carton, or label. Please notify this office of change of name, address or abandonment of permit. Only mail properly prepared in the format illustrated in Section 131.23, Postal Service Manual, will be accepted as business reply mail.			
Enter name of permit holder, street address, city, state and ZIP Code.			POST OFFICE, State and Zip Code
<p>Defense Logistics Agency Cameron Station Alexandria, VA 22314</p>			<p>Alex. VA 22313</p>

DETACHED FROM PS FORM 3614, Oct. 1976

CORRECTED PERMIT

FIGURE 8-1



BRM ENVELOPE

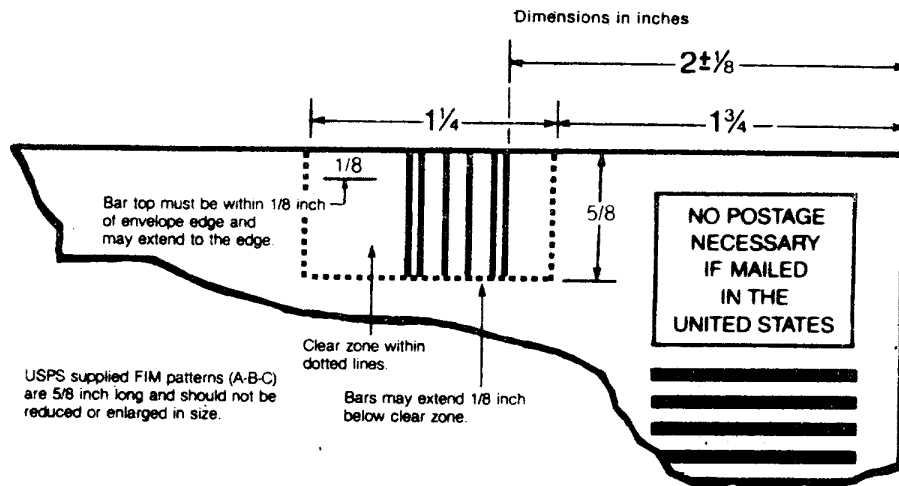
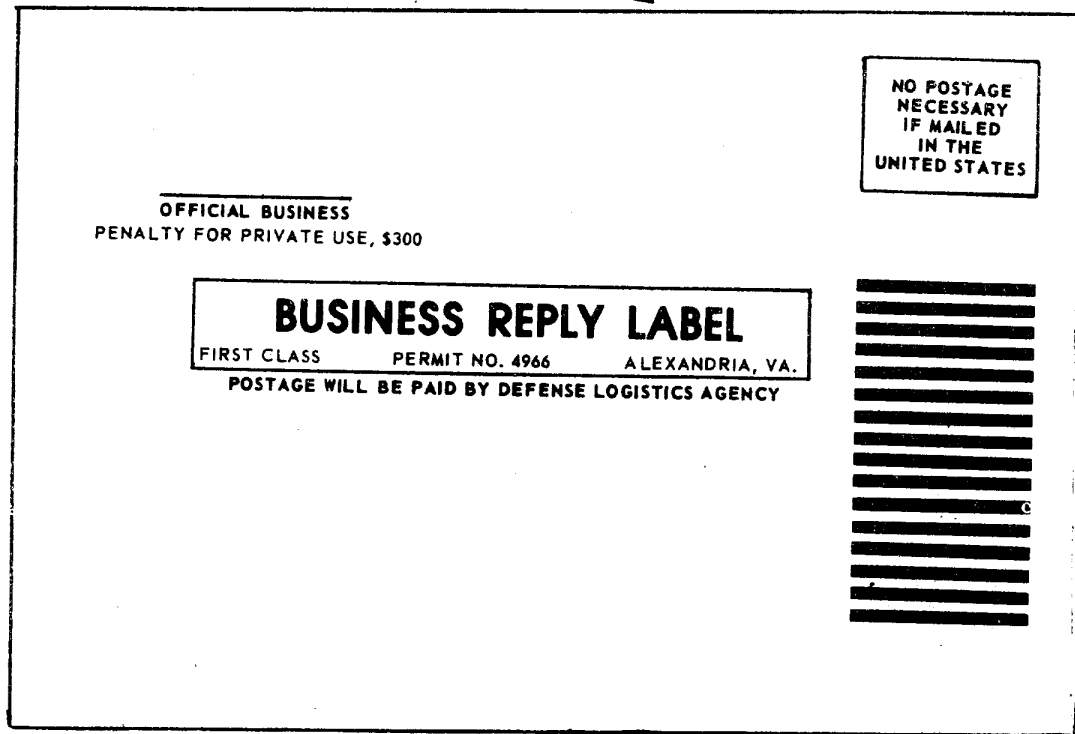
FIGURE 8-2

E X A M P L E

BRM LABEL

Specifications are
contained in DMM 137.252.

FIM MARK IS NOT
USED ON BRM LABELS



Proper positioning of FIM

FIGURE 8-3

MAIL RECEIPT - ACKNOWLEDGMENT OF RECEIPT

DLAM 5325.1

BUSINESS REPLY MAIL POST CARD

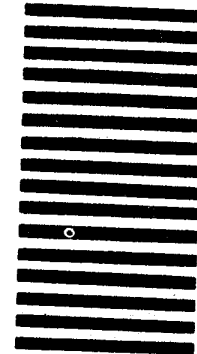


NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

BUSINESS REPLY CARD		
FIRST CLASS	PERMIT NO. 4966	ALEXANDRIA, VA.
POSTAGE WILL BE PAID BY DEFENSE LOGISTICS AGENCY		

E X A M P L E



FRONT OF POST CARD

MAIL RECEIPT		USPS RECEIPT NUMBER OR BRIEF DESCRIPTION OF ITEM MAILED	
ACKNOWLEDGMENT OF RECEIPT <i>(To be completed by recipient and return to the mailing activity whose address is printed, typed, rubber stamped or gummed labeled on the reverse.)</i>			
RECEIVED BY <i>(Organization & Complete Address)</i> <u>E X A M P L E</u>	DATE REQUIRED <i>(Express Mail Only)</i>	DATE RECEIVED	
	TIME REQUIRED <i>(Express Mail Only)</i>	TIME RECEIVED	
TYPED/PRINTED NAME & GRADE OF RECEIVING INDIVIDUAL		SIGNATURE OF RECEIVING INDIVIDUAL	
<div style="text-align: right;">(FOR EXPRESS MAIL ONLY)</div> <input type="checkbox"/> DELIVERY STANDARD MET <input type="checkbox"/> DELIVERY STANDARD NOT MET; REFUND DUE			

DLA FORM 1721
FEB 83

REVERSE OF POST CARD

FIGURE 8-4

CHAPTER 9

PERMIT IMPRINT (G-53) MAILINGS -
POSITIVE ACCOUNTABILITY

9-1 PAYMENT FOR PERMIT IMPRINTS

a. USPS Reimbursement. Permit imprints are governed by DMM 137.273d and 145. The provisions of DMM 145.4 and 145.66 DO NOT APPLY to Government mailings. The billing number for DLA permit imprint mailings is G-53. HQ DLA reimburses USPS for actual costs of permit imprint mailings as part of the DLA Mail Bill. No trust fund is required at the local level. The annual permit fee also is paid by HQ DLA.

b. Contractor Uses. The G-53 permit imprint has been used since 10 Feb 78 by Government Printing Office (GPO) printer-mailer contractors who print and mail publications for DLA. Printer-mailer contractors who perform work under DLA-AWARDED contracts are reimbursed for postage charges through normal procurement procedures.

c. Internal DLA Use. In December 1982, DLA was granted approval by USPS to use the G-53 permit imprint on a DLA-wide basis for DLA-originated mass mailings in lieu of metering.

9-2 CLASSES OF MAIL FOR PERMIT IMPRINTS. Each class of mail requires a different format. FIGURE 9-1 illustrates the alternative formats for the G-53 permit imprint. DMM 145.5 provides additional format guidance.

a. GPO Printer-Mailer Contractors. Normally, GPO printer-mailer contractors will use THIRD-CLASS (PIECE RATE) or FOURTH-CLASS permit imprint mail. However, FIRST-CLASS permit imprints or PRIORITY MAIL may be used by GPO printer-mailer contractors to meet emergency delivery requirements. When a GPO contractor is employed to interface with the USPS, the contractor is required by USPS to use permit imprints for all FIRST-CLASS, THIRD-CLASS (PIECE RATE) and FOURTH-CLASS mail. GPO contractors do not use the G-53 permit imprint system for third-class BULK mail or second-class mail.

b. DLA-Originated Mailings. Permit imprints are available to Federal Government agencies to facilitate positive accountability for large mailings. Unless a postage meter is used, permit imprints are required by USPS to be used for PRESORT DISCOUNT and FOURTH-CLASS BULK RATE mailings made by a Federal Government agency. Mailers of DLA-originated permit imprint mail will use the most cost-effective class of mail which meets delivery standards. MPMS will obtain information about classes of mail for specific applications from local post offices.

9-3 USPS MAILING REQUIREMENTS. Normally, USPS requires permit imprint mailings to consist of 200 pieces or 50 pounds and to be identical in SIZE (or characteristic) and WEIGHT (but contents need not be identical). However, special mailing agreements for unusual situations are negotiable between DLA-XA, MPSA, and HQ USPS. In this case, MPMS will forward a request for a "Special Mailing Agreement" to DLA-XA, citing details as completely as possible and providing both Autovon and commercial telephone numbers. MPMS will work closely with local post offices to ensure that all USPS mailing requirements are met.

9-4 SPECIFICATIONS FOR PERMIT IMPRINT ENVELOPES AND LABELS. The information contained in the permit imprint rectangular box will be prepared by printing press, computer, lithograph, mimeograph, multigraph, addressograph,

handstamp, or similar process. The information in the rectangular box will be printed or handstamped. It will not be typewritten or hand drawn. It will be legible, and the color will sufficiently contrast with the paper to make it readable. The entire imprint will be placed in the upper right corner of the address side of each envelope or label, parallel with the length of the mailing piece. The \$300 penalty statement, the dividing line, and the words "OFFICIAL BUSINESS" will appear below the return address (exactly like DoD-304 indicia items). However, the Facing Identification Mark (FIM) will not be used on G-53 permit imprint mailing items. Permit imprint envelopes and labels provided GPO printer-mailer or other contractors will bear the PRINTED return address of the furnishing DLA activity. When designing new permit imprint mailing items, MPMs will coordinate the items with the local post office to ensure that these items meet the design and content specifications of USPS.

9-5 SPECIAL MAIL SERVICES FOR PERMIT IMPRINT MAIL. Special mail services, as described in chapter 6, are authorized for permit imprint mailings when mission-essential. The type of special mail service must be PREPRINTED on mailing items. Users of permit imprint envelopes and labels will not add their own markings for special mail services.

9-6 POTENTIAL APPLICATIONS FOR G-53 PERMIT IMPRINT MAIL. MPMs should seek potential applications which could be converted from the postage meter system to the permit imprint system. It may be beneficial to convert mass computer-generated mailings to the permit imprint system to avoid the costs of metering. Although presorting is not required for permit imprint mailings, computer-generated mailings can be arranged in ZIP Code sequence and may easily qualify for presort discounts. Presorting requirements are dependent upon the class of mail and rate. Whether computer-generated or hand-processed, each mailing application should be analyzed separately to compare the advantages of NOT METERING these mass mailings against USPS mailing requirements outlined in DMM 145.6 (with the exception of DMM 145.66). The object of this analysis is to determine which method is less labor-intensive. For example, the time consumed completing the USPS mailing statement, engaging a vehicle to transport the mailing, driving to the verification unit of the designated post office, unloading the vehicle, waiting for verification, returning to the worksite, and maintaining records for USPS audit purposes should be compared against the time required to meter this mail onsite. Examples of potential applications are described below.

a. DLA-Originated Bulk Mailings. Mass mailings, such as payroll checks, Savings Bonds, leave and earnings statements, periodicals not mailed at second-class mail or requester publication rates, printed matter, solicitation bid lists, fourth-class bulk zone-rated mailings, and similar bulk mailings may be adaptable to the permit imprint system. If these mailings can be presorted manually or automatically, they may qualify for presort discounts.

b. Itemized Postage or Optional Acceptance Procedures. Any computer-generated mass mailing which may be labor-intensive to meter should be analyzed by MPMs and mailers for possible conversion to the permit imprint system. The term "itemized postage" means that a manifest is produced by the computer which meets the verification standards of USPS. The manifest becomes the source documentation for the DLA Mail Bill, and eliminates the need to prepare USPS mailing statements. "Optional acceptance procedures" are permitted by DMM 145.8, and are similar to itemized postage, except that the MPM and representative of the mailing organization negotiate the specific

data elements which are available within the computer and which may be accepted by USPS if the data meets USPS verification standards. Both itemized postage and optional acceptance procedures use mailing items prepared in the G-53 rectangular box format.

9-7 HOW TO APPLY TO USE THE PERMIT IMPRINT SYSTEM

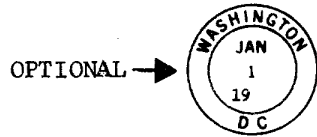
a. DLA-Originated Mailings. MPMs will obtain approval to use and guidance on the DLA G-53 permit imprint system from their local post offices. MPMs should insert the G-53 permit number and the date DLA received this number (10 Feb 78) in the appropriate blocks on Postal Form 3601, Application to Mail Without Affixing Postage Stamps.

b. GPO Printer-Mailer Contractor Mailings. Information concerning GPO printer-mailer contractor use of DLA's G-53 permit imprint system will be obtained from the Publications Division, Office of Administration, HQ DLA (DLA-XP).

PERMIT IMPRINT ILLUSTRATIONS

Permit imprints must be prepared in one of the forms illustrated below.
The addition of extraneous matter is not permitted.

(1) FIRST-CLASS PERMIT IMPRINT ALTERNATIVES FOR GOVERNMENT MAILERS



FIRST-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53



FIRST-CLASS MAIL
POSTAGE & FEES PAID
\$.20
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53



FIRST-CLASS MAIL
POSTAGE & FEES PAID
1 OZ
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53

FIRST-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
NEW YORK, N.Y.
PERMIT NO. G-53

For single-piece Third Class rated mailings, substitute the word "Third" for "First" in the imprint.

(2) PRESORTED FIRST-CLASS PERMIT IMPRINT ALTERNATIVES FOR GOVERNMENT MAILERS



PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
1 OZ
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53



PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
\$.17
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53



PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53

PRESORTED FIRST-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
NEW YORK, N.Y.
PERMIT NO. G-53

(3) FOURTH-CLASS PERMIT IMPRINTS

Same provisions except that "First-Class Mail", the amount of postage paid or number of ounces, the date of mailing, are to be omitted.



FOURTH-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53

FOURTH-CLASS MAIL
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
NEW YORK, N.Y.
PERMIT NO. G-53

(4) PRESORTED SPECIAL FOURTH-CLASS PERMIT IMPRINTS



PRESORTED
SPECIAL FOURTH-CLASS RATE
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
PERMIT NO. G-53

PRESORTED
SPECIAL FOURTH-CLASS RATE
POSTAGE & FEES PAID
DEFENSE LOGISTICS AGENCY
NEW YORK, N.Y.
PERMIT NO. G-53

ALSO SEE DMM 145.5 ON PERMIT IMPRINTS

FIGURE 9-1

CHAPTER 10

POSTAGE METERS - POSITIVE ACCOUNTABILITY

10-1 BACKGROUND

a. Disadvantages of USPS Sampling System. Prior to FY 73, DLA was required to make annual surveys to determine the volume of mail. Payment for postage was based upon negotiations between DLA and USPS. In FY 73, USPS reached an agreement with DoD to sample DoD indicia mail. Since June 1972, DLA activities used the DoD-304 billing code on official mail. In 1973, the U.S. Air Force (USAF) began metering mail at major commands, and achieved documented savings with no additional manpower increases. For example, during the period FY 73 through FY 79, USPS rates increased over 66 percent. U.S. Government mail costs went up 82 percent during that period. Yet, USAF mail costs rose by less than 6 percent. Subsequently, the Military Postal Service Agency required other DoD components to implement positive accountability by DoD Instruction 4525.8.

b. Benefits of Metering. With the implementation of positive accountability, DLA postal costs are expected to decrease over future periods due to improvements in selecting postal services. Mail clerks will be aware of the alternative costs to mail each item, and can seek and choose the most economical method to dispatch the mail. DLA activities with annual postal costs exceeding \$10,000 were instructed to begin planning and implementing positive accountability in early FY 83. Activities with postal costs below this threshold may continue to use DoD-304 indicia items sampled by USPS for the present.

10-2 TYPES OF POSITIVE ACCOUNTABILITY. Positive accountability method authorized within DLA besides postage meters are, as follows:

a. Permit imprint (G-53) mail (see chapter 9). Also Express Mail (chapter 7) and Business Reply Mail (chapter 8) are considered permit mailings because USPS permit authorization is required and actual costs are billed to DLA.

b. Itemized postage. This involves USPS acceptance of computer printouts of the mailing activity as supporting documentation for USPS billings in conjunction with permit imprint (G-53) labels (see paragraph 9-6b). Itemized postage eliminates the need for weighing and counting large mailing applications. When this method is approved by USPS, the postal charges appear on the DLA Mail Bill. MPMs, data processing, and other officials concerned should seek the assistance of USPS customer service representatives when developing these systems. The activity and USPS must enter into a formal agreement for USPS-approved applications.

c. Optional acceptance procedures (see DMM 145.8). This method is for bulk mailings by permit imprint, and is permitted by USPS if postal charges can be verified adequately. G-53 permit imprint mailers (also discussed in paragraph 9-6b) may be authorized by USPS to use optional acceptance procedures under certain conditions described in the DMM. The local post office should be consulted for further information on a formal agreement and authorization to use optional acceptance procedures.

10-3 EQUIPMENT REVIEW AND FUNDING CONSIDERATIONS. When it is determined that a DLA activity will use postage meters, the following should be considered.

a. Equipment Considerations. MPMs should review comparable products offered by at least three local vendors. Product literature and research

documents such as DATAPRO REPORTS ON OFFICE SYSTEMS will enhance comparative analyses of equipment.

(1) POSTAGE METER (HEADS) are leased from authorized manufacturers who are held responsible by the USPS for their control, operation, maintenance, and replacement, when necessary. Meter (heads) cannot be purchased. DMM 144.13 lists manufacturers authorized to lease meters. The meter contains in one sealed unit the printing die and two recording counters through which the value of fee imprints are recorded. One counter adds and keeps a total of all charges expended (ascending register), and the other subtracts and shows the balance remaining (descending register). There are two kinds of meter heads: One for mail transmitted through the USPS, and another for matter to be delivered by a private carrier. These heads are interchangeable, but they cannot be used simultaneously. Annual rental prices range from less than \$200 to \$400. Meter heads can be used by themselves (without mailing machine components) along with weighing scales to support small activities.

(2) DESK-TOP METERS accompanied by a sealer/stacker can accommodate the needs of many medium-sized activities. The components (except the meter head) can be purchased in the neighborhood of less than \$800, plus meter head lease of about \$200 per annum.

(3) MAILING MACHINES and meters are separate pieces of equipment used together as a single unit. The meter applies the postage imprint to an envelope or tape and is designed to fit into the mailing machine. The mailing machine operates the meter. Manufacturers of mailing machines offer precision (electronic) scales, which are recommended for large activities with a high volume of mail. Electronic scales help mailers choose the most economical mailing method. An interface between the electronic scale and the meter head reduces metering time and affords greater postage calculation accuracy for large volumes of flats or parcels. The interface eliminates manual meter head settings for each flat or parcel, and may be economically justified for high-volume mailing applications. Many activities may already have components of mailing machines, and can add the meter head and scales they need to meter the mail. The full range of components offered to design the "maximum" mailing machine could range up to \$20,000, depending upon components chosen. MPMs should choose only the components which can be economically justified and which achieve at least 80 percent of the utilization factor described in DLAM 4500.2, Administration Control, and Reporting of DLA Operating Equipment, paragraph 3-104.

(4) ACCUMULATOR/PRINTER DEVICES which can record weekly or periodic activity costs separately are offered for large mailing machines. They are useful in identifying how much postage each activity uses, and eliminate manual recording. They may be used when reimbursements for support agreements require supporting documentation.

b. Funding Considerations. Equipment rental/lease for at least 6 months prior to purchase is recommended to ensure that the equipment chosen meets actual metering requirements. Procedures for funding purchase requirements are identified in DLAM 4500.2, chapter III. Basically, for purchase items over \$3,000, MPMs should include requirements in the Annual Operating Equipment Requirements Report. For equipment rentals and purchases less than \$3,000, MPMs may acquire items when local Operations and Maintenance (O&M) funds are available.

10-4 POSTAGE METER LICENSES. Meter license rules are covered in DMM 137.273a(1). Before operating a USPS postage meter, MPMs will apply for a USPS license through DLA-XA. Each meter or replacement meter will have a license. This is a one-time requirement and no fee is charged. The license is indefinite and does not expire.

a. Application Form. The MPM will visit the local post office to obtain Postal Form 3601-A, Application for Postage Meter License. The nearest post office should be designated as the licensing post office if the meter will be set offsite. The office symbol where the meter will be located will be provided on the form.

b. Completed Forms. Forward the entire completed forms to HQ DLA, ATTN: DLA-XA. If any information changes (such as activity name, address, or phone number), MPMs will notify the licensing post office so that Postal Form 3601-A may be amended.

c. Approved Licenses. USPS will provide a copy of the license to the local licensing post office where the meter is to be set and reset. The MPM concerned will be provided a copy of this license, which will be retained until at least 1 year after a license is cancelled. Upon receipt, the MPM will telephone the activity's postage meter license number to DLA-XA.

d. License Filing. Before metering begins at a DLA activity, the MPM will contact the licensing post office to ensure that the meter license is on file. Then, the MPM and vendor will visit the post office so that the meter may be checked in (see DMM 144.382). The meter may be set at this time. Meter settings are discussed below.

e. Meter Installation. After a meter is licensed, it will not be transferred from the activity for which it was approved. If necessary, it may be moved WITHIN an activity to improve mail operations as provided by DMM 137.273a(5). If it becomes necessary to cancel a meter license, contact the local post office for specific instructions.

f. Meter Records. MPMs will maintain records relating to meter transactions carefully so that USPS officials (or the manufacturer) may examine or audit them upon request. Documentation pertaining to postage meters will be filed in accordance with DLAM 5015.1.

10-5 METER SETTING. Meter setting requirements for Government agencies are governed by DMM 137.273a(2) and (8). While postage meter (heads are rented from private vendors, they remain under the control of USPS. A meter can be set or reset only by a USPS representative at the LICENSING POST OFFICE. MPMs will take the meter to the local licensing post office for setting, or may arrange for onsite meter settings with a designated post office. If onsite meter setting appears to be cost effective because of travel distance to a post office, the fee for the setting service will be paid with local funds. USPS will not place this onsite meter setting fee on the DLA Mail Bill. Prepayment of postage set on the meter is not required. Postage charges will be placed on the

a. Initial Meter Setting. MPMs will estimate the amount of postage needed, considering the maximum capacity of their equipment. Equipment vendors will not have DLA postage meters set or reset. Care should be exercised not to overestimate postage needs which could inflate the DLA Mail Bill. The setting should be for an ESTIMATED USAGE FOR A QUARTER OR NOT MORE THAN 6 MONTHS. USPS normally sets meters to the maximum amount of postage they are designed to hold UNLESS otherwise advised. If the maximum amount is not required during the period, a lesser amount should be set.

b. Meter Resetting. As a minimum, meters will be reset when the DESCENDING register reaches \$50. Meters automatically lock when postage is expended. Meters will be reset AT LEAST EVERY 6 MONTHS to coincide with the semiannual inspection (see paragraph 10-7) and when obtaining credit for spoiled or incorrect meter postage (see paragraph 10-9).

c. Verification of Expenditures. When meters are set or reset, the postal employee will prepare three copies of Postal Form 3603, Receipt for Postage Meter Setting. The post office will retain two copies (from which HQ DLA is billed). The MPM will verify the correct meter number, activity name,

and the ascending and descending register readings placed on this form. The MPM will sign the activity's copy of the form in the "RECEIVED FROM" block (under the activity name). The activity copy will be maintained in the MPM's files for at least 2 fiscal years. When the DLA Mail Bill is received, DLA-XA will provide PLFA MPMs a reproduced copy. PLFA MPMs will provide a copy to any field activities using meters or other positive accountability systems. MPMs will verify that the charges on the DLA Mail Bill pertaining to their activities are correct by comparing Postal Forms 3603 or other documentation. Also, credits (described in paragraph 10-9) will be validated. If significant errors are detected, field activity MPMs will notify the PLFA MPM of the discrepancy, in writing. The MPM's letter will include supporting documentation. The PLFA MPM will forward these letters of discrepancy to DLA-XA for resolution.

10-6 DAILY READING AND OTHER OPERATIONS

a. Optional daily readings are advocated by DMM 144.222 to hasten the discovery of meter malfunctions. When meters are set initially, the local licensing post office will issue the MPM a booklet of Postal Forms 3602-A, Daily Record of Meter Readings, which, if used, should be returned to the licensing post office when a meter is reset. Each day the meter is operated, the user should enter the numbers appearing in the meter's ASCENDING and DESCENDING registers. When added daily, these two numbers represent a control number. If this control number changes (failing to equal the total entered when the meter was last set), something is wrong with the meter (see paragraph 10-8). When the meter is reset, a new control number is established. This control number remains the same until the meter is set again. To calculate how much postage you have used during a given day or period, subtract today's DESCENDING register reading from the previous day's (or period's) DESCENDING reading. In accordance with DMM 144.363, MPMs using these postal forms should retain them for at least 1 year after the date of final entry. This documentation will be filed in accordance with DLAM 5015.1.

b. Daily Care. Mailroom personnel will check the equipment at the beginning of each operating period to ensure that water and ink supplies are adequate, brushes and associated equipment are clean, the machine is in proper operating order, and the date is current. Meter dates are governed by DMM 144.47. Fluorescent ink will be used for all letter-size mail meter imprints in accordance with DMM 144.43. Only meter tape that is approved by USPS will be used as specified by DMM 144.44. The equipment is clean and covered and that other protective measures are performed (see paragraph 10-10). Periodically, the MPM will check the accuracy of the postage scale. A checking tip: Five U.S. Quarters equal one ounce. The scale will be kept on a level surface, and mailroom personnel will avoid placing extraneous matter temporarily upon it.

10-7 METER INSPECTION. DMM 137.27a(2) requires all Government meters that have not been reset within a 6-month period to be inspected. MPMs will ensure that USPS inspection requirements are met. Postal Forms 3602-A or 3603 will accompany the meter to be inspected at the licensing post office. If MPMs reset their meters obtaining postage based upon their 3 or 6-month usage estimate, the inspection may coincide with resettings.

10-8 METER FAILURE AND REPLACEMENT

a. Repair of Faulty Equipment. DMM 144.36 and 137.273a(7) give guidance on faulty equipment. MPMs will affix a label to the meter with the phone numbers of the local licensing post office and the manufacturer's repair

representative so that mailroom personnel will know that BOTH must be notified when metering equipment fails. Also, MPMs will request supply officials to provide annual service contracts for mailing machines to take effect after expiration of any warranty period. If the PRINTING OR RECORDING mechanism is faulty in any way, the meter will not be used. In the event of a malfunction in a METER REGISTER or a MAILING MACHINE, service will be requested immediately from the nearest manufacturer's representative. Also, meters will be checked out-of-service through the local licensing post office prior to making such repairs. Meter maintenance will be performed only by the meter manufacturer.

b. Replacement Meters. DMM 137.273a(6) instructs manufacturers to maintain meters in proper operating condition for mailers or replace them when necessary. If a meter is withdrawn from service, the MPM will ensure that proper credit for postage remaining on the descending register is provided by the licensing post office. Remaining postage may be entered into a replacement meter or identified as a credit on the DLA Mail Bill. Final postage adjustment or refund may be withheld pending report by the meter manufacturer of the cause of faulty operation.

10-9 CREDIT FOR SPOILED OR INCORRECT METER POSTAGE. Credits are permitted by DMM 137.273a(4). MPMs will use Postal Forms 3533, Application and Voucher for Refund of Postage and Fees to obtain credit for spoiled or incorrect meter postage. MPMs will file for credit AT LEAST EVERY 6 MONTHS to coincide with meter inspections. Questions concerning the eligibility of credit items should be directed to the local licensing post office. Post offices will not make cash refunds and will not apply the refund to another meter. The DLA Mail Bill will show the credit later.

a. Items Eligible for Credit. MPMs should establish a file to hold potentially eligible credit items. Complete envelopes including address portions of wrappers will be saved.

(1) If an error is made in the operation of a USPS meter (e.g., wrong postage printed), the item will be saved.

(2) If a portion of a stamp is printed on one envelope and the remaining portion on another, the items will be saved.

(3) For mail returned to the sender from the mailing post office INDICATING NO EFFORT TO DELIVER WAS MADE, such as items marked "no such post office in (state)," "returned for better address," or "received without contents," MPMs will submit these items separately with a statement of facts.

b. Items Eligible for Bulk Mail Credit. Some meters do not have the capability of printing 1/10] amounts required for certain bulk mailings. To obtain credit, MPMs will attach a letter to Postal Form 3533, certifying that the mailing was prepared in accordance with bulk presorting standards. MPMs will specify how many pieces of each class were mailed, and will provide the amounts of the improper and proper rates.

c. Items Ineligible for Credit. USPS will not give credit for the following:

- (1) Meter stamps more than 1 year old.
- (2) Meter stamps without the date, city, or state.
- (3) Meter stamps submitted without the surface to which originally attached, along with the address portion of the piece.
- (4) Meter stamps for which delivery was attempted, such as mail returned to the sender as undeliverable. This includes mail marked "no such post office in (state)."

(5) Meter stamps on mail addressed for local delivery and returned to the sender after directory service was given or an effort was made to deliver.

(6) Meter stamps damaged by fire. Refund or transfer of postage will be made only if the registers are legible or can be reconstructed by the meter manufacturer.

10-10 METER SECURITY. MPMs will establish procedures with security officials to protect meter equipment and to ensure that meters are not used by unauthorized persons.

a. Meter Custodian. A meter custodian will be designated verbally on a daily basis, who will:

(1) Safeguard the meter key while the meter is in operation, and ensure that the machine is locked and the keys removed whenever the meter is not in use. (See DMM 144.732 for procedures used by USPS for their own meters.)

(2) Remove the meter head and place it in a locked cabinet or other safe place overnight and at other times when surveillance cannot be maintained over the meter head to prevent its misuse by unauthorized persons (see DMM 144.737). However, if the mailroom has been designated a controlled area and entry control procedures have been established to include physical security requirements, then removal of the meter head is not required.

(3) Report evidence of meter tampering to security officials.

(4) Report the loss, theft, or recovery of a meter to local security officials, the local licensing post office, and the meter manufacturer. Reports will include meter model, serial number, date of loss, and other details (see DMM 144.63).

b. On-the-Job Training Programs for Mailroom Personnel. MPMs will provide training on the use of metering equipment, including the security procedures established (see chapter 3). Manufacturer's representatives will be asked to assist MPMs with equipment orientation training. Also, mailroom personnel will be reminded periodically that:

(1) Metering equipment will not be used by unauthorized persons. Penalty for personal use of DoD-304 indicia items or meter imprints is \$300.

(2) Metering equipment will be used only for the authorized purposes described in paragraph 4-3.

(3) Breaking or tampering with the seal on a postage meter is a postal offense.

CHAPTER 11

INCOMING MAIL AND INTERNAL DISTRIBUTION

11-1 DEFINITIONS

a. Central Mailroom. The principal area of receipt and dispatch of administrative mail from and to the USPS, and the primary point of internal mail distribution.

b. Decentralized Mailroom. A formally organized subordinate mailroom at directorate, division, or lower level responsible for administrative mail processing operations for the organization it serves.

c. Mail. ANY letter, memorandum, completed form, electrically transmitted message in hard copy form, package, or other document received for distribution or dispatch.

d. Mail Control. A procedure used to record the receipt, location, suspense action, or dispatch of unclassified mail. DLAR 5200.12 prescribes procedures governing control of classified mail.

e. Mail Routing Guide. A visual routing aid showing where mail should be delivered. It may be handwritten or typewritten, and be in list format on paper or on index cards. As a minimum, the mail routing guide will provide procedures for opening, date/time stamping, suspense control, internal routing, and missent mail.

f. Mail Operations. Mail handling methods and procedures such as receiving, opening, sorting, date/time stamping, routing, recording, controlling, and followup in the central mailroom, any decentralized mailroom, or any office through which the mail passes.

g. Messenger Service. The internal distribution of incoming mail, and the pickup of outgoing mail at its point of origin within an organization.

h. The process of determining where mail will be delivered for action or information.

i. Sorting. The process of separating mail prior to routing or dispatch.

j. Special Equipment. Any labor-saving device used in mail operations.

11-2 DLA MAILROOMS

a. Access To and Special Threat Situation Actions in Central Mailrooms. See DLAM 5710.1, Physical Security Manual, for certain requirements pertaining to the security of and access to DLA mailrooms and specials threat situation actions.

b. Location of Central Mailrooms. A central mailroom should be located near the center of the organizations it serves. It should be adjacent to a loading platform to accommodate USPS deliveries and loading of postal trucks. It should be accessible to messengers, and have an efficient flow of mail in and out of the mailroom. Decentralized mailrooms may be established as required. If an activity is located in a multistory building, locating the mailroom in a lower floor permits the use of gravity chutes for quicker feeding of mail to where it is processed.

c. Mailroom Configuration and Layout. The flow of mail within a mailroom is important. The fact that most special equipment in a mailroom feeds mail from left to right should be considered when establishing or revising mailroom layout. The most efficient grouping of mail processing equipment is one in which incoming and outgoing mail operations can proceed without disrupting one another. Specially designed mailroom furniture with rugged construction and design that accommodates the needs of mailroom employees who must stand to do their work can pay dividends in durability and in worker productivity. MPMs may use the following procedures to analyze mailroom layout.

(1) Obtain a floor plan from your building services office, or devise one yourself by measuring the distance between walls and drawing a floor plan on graph paper. This can be done quickly by measuring and counting floor or ceiling tiles.

(2) Draw room dimensions, including walls, doors, windows, supporting columns, and electrical outlets.

(3) Separate the room into two areas: One for equipment to handle incoming mail, and the other to handle outgoing mail. Depending upon the space available, the two areas may be opposite or adjacent to each other.

(4) Identify the tables needed for each function, making sure electrical outlets are available where needed. As a general rule, other mail preparation functions such as reproducing, collating, folding, inserting, addressing, etc. should be located convenient to the mailing area but placed so as not to disrupt the flow of mail.

(5) Locate the tables and equipment so that the walking distance traveled by mailroom personnel is minimized without restriction of movement. Allow sufficient work space for sorting bins used to separate the mail.

(6) Determine which doors are best to serve as incoming and outgoing points for the mail flow.

11-3 SPECIAL EQUIPMENT. Labor-saving devices which speed mail processing operations and increase productivity are advocated whenever cost effective and feasible. DLA activities should carefully consider special mail processing equipment. It must meet the needs of the organization. It must be compatible with the organization's physical layout. It must save money, labor, and time. Automated metering, opening, inserting, sealing, and wrapping equipment can help speed mail through your mailroom and free employees for other work. Justification requirements are contained in DLAM 4500.2, chapter III, paragraph 3-103.

11-4 INCOMING POSTAGE DUE MAIL (see DMM 146.3-4). Postage due charges cannot be applied to the DLA Mail Bill. Federal agencies must either pay postage due on short-paid mail or refuse the mail for return to sender. DMM 146.33 pertaining to the use of meter strips for postage due mail does not apply to Federal Government agency official mail.

a. Mail with Insufficient Postage. Official mail received by a DLA activity with insufficient postage coming from any DoD activity will be accepted. The MPM will pay the additional postage by postage meter strips, by cash from local funds, or by advance deposit at the delivering post office so that any balance may be applied against postage due mail. Short-paid mail from any other source will be refused by DLA activities and returned to the sender.

b. Mail with No Postage. Unpaid official mail and private sector mail received by the delivering post office without any postage affixed will be RETURNED BY USPS TO THE SENDER without any attempt to deliver it to a DLA activity.

11-5 PROCESSING INCOMING MAIL

a. Central Mailroom Policies and Procedures. PLFA MPMs will include mailroom policies and procedures in their supplements to this manual. These written instructions will define the duties, responsibilities, and authority of the central mailroom. Also, local procedures for mail operations will be incorporated in the supplement.

b. Mailroom Routing Guide. As an aid in the routing process, a mailroom routing guide can be developed and maintained to increase routing accuracy and speed. This guide can serve as a training aid for new mailroom

personnel. Chapter 4 of GSA's FPMR Handbook 101-11.3, Managing the Mail, describes how to develop a mail routing guide.

c. Organizational Mail Routing Guides. Each mailing office is encouraged to develop a list or index card file of common types of incoming mail (see FIGURES 11-1 and 11-2). This guide should be maintained as current as possible to permit continuity of internal mail distribution when personnel changes or absences occur. Mailing offices should AVOID unnecessary mail operations, such as the following:

(1) UNNECESSARY OPENING. The Mail Routing Guide (FIGURES 11-1 and 11-2) may contain descriptions of types of mail which should be opened or delivered unopened. Unopened delivery speeds mail delivery and results in faster action being taken on incoming mail. All mail marked "TO BE OPENED ONLY BY ADDRESSEE" should be delivered directly to the addressee without opening.

(2) UNNECESSARY DATE/TIME STAMPING. Certain types of mail should be date/time stamped on a selective basis. Types of mail which may be date/time stamped are bids, claims, contracts, and other mail (as determined locally) on which the time of receipt or dispatch has a legal or monetary significance. All other mail will not be date/time stamped.

(3) UNNECESSARY SUSPENSE CONTROL. The mail routing guide will selectively identify those types of mail which usually require suspense control. Mail control procedures are discussed below.

(4) UNNECESSARY ROUTING. It is important that mail be routed to all interested offices. Conversely, it is not efficient nor cost effective to route matter unnecessarily to offices which have no need for the information. The mail routing guide should contain the office symbols or names of individuals who need the incoming mail to perform their duties. Those types of mail which are not needed should be discarded, and not routed; or, they should be returned to sender with a request to be deleted from the mailing list, as appropriate.

(5) ROUTING MISSENT MAIL. The mail routing guide should contain specific procedures governing actions to be taken on misrouted mail to ensure that corrective routing is accomplished with a minimum of delay. Suspense-controlled mail and electrically transmitted messages should be delivered immediately to the appropriate action office.

d. Sorting. There are three initial sorting steps required to process incoming mail. Additional steps increase costs and delay mail handling. Persons opening mail should use the following steps to speed the mail sorting operation.

(1) INITIAL SORTING. First, separate the mail to be delivered UNOPENED from that which requires opening. Place UNOPENED mail in routing boxes for later delivery (after completing the next step).

(2) CATEGORY SEPARATION. Secondly, separate the mail AS IT IS OPENED into three categories: That which requires DATE/TIME STAMPING, that which requires SUSPENSE CONTROL, and that which NEEDS NO PROCESSING. Read as much of the contents as necessary to determine which category is involved. Mail to be date/time stamped should be stamped and placed in the appropriate recipient's routing box. Mail which needs neither suspense control nor date/time stamping should be screened to determine the proper recipient. Routing slips or rubber routing stamps should be used only when more than one recipient needs the mail. The office symbol or name of the recipient may be written in pencil on the the top, right-hand corner instead. DATE/TIME STAMPED mail, opened NEEDS NO PROCESSING mail, and UNOPENED mail (from step number 1) should be delivered at this point to the action offices or recipients.

(3) MAIL CONTROL. The third step processes the mail which requires mail control. Suspense control on incoming mail is needed to ensure timely

reply to action cases. For efficiency of operation, only selected types of mail will be controlled. Normally, only a very small amount of the total volume of incoming mail warrants control. Usually, controlled mail will consist of correspondence requiring action from higher authority, correspondence containing suspense dates, Congressional correspondence, and other types as may be determined by local authority. PLFA supplements to DLAM 5020.1, Correspondence, should define the categories which must be controlled. DLA Form 258, Communication Control Record will be used for suspense control. Mail logs or similar forms are prohibited. Only one DLA Form 258 will be prepared for a suspense case. After completion, the following procedures will be performed:

(a) One copy will be removed from the set and maintained in a 5 by 8 inch suspense box or other similar suspense file in the preparing office. The remaining copies of the set will be affixed to the action case.

(b) One copy will be pulled by any intermediate office, if followup controls are necessary.

(c) One copy may be pulled by the recipient of the action and placed in a suspense box or file until the action is completed.

(d) The completed case (or the DLA Form 258 signed by the action officer, dated, and annotated "NO ACTION REQUIRED") will be routed back through intermediate offices to the preparing office to ensure that all suspense records are cleared.

(e) Inactive, completed DLA Forms 258 will be filed in accordance with DLAM 5015.1, Files Maintenance and Disposition.

11-6 INTERNAL DISTRIBUTION - MESSENGER OPERATIONS

a. Operating Principle. The MPM will establish necessary control over messenger service operations to ensure that routes and schedules are effectively planned and executed.

b. Delivery Routes and Stops. When possible, pickup and delivery will be made on regular routes to eliminate overlapping or duplication of service. Organizational structures should be examined to determine if a centrally located office can be designated as a decentralized mailroom for pickup and delivery.

c. Schedules. Messenger schedules will coincide with local post office pickup and deliveries to the maximum extent possible. Routes will be served on a regular schedule, the frequency of which will depend on the volume of mail, the type of business in which the activity is engaged, and the physical layout of the organization. All recipient offices will be advised of this schedule. Published schedules and routes will be contained in the PLFA supplement to this manual. Working hours for messengers will be scheduled to enable the processing of mail collected at the close of the day and to expedite delivery on the following day. MPMs should refer to DLAM 5710.1 for information on security of undelivered mail held for the next day delivery.

d. Sorting Mail Enroute

(1) MAIL SORTING CARTS. To save time and speed the delivery of mail, it is more efficient to sort mail during the delivery process. In this manner, mail can be delivered on the mail run without being returned to the mailroom. The use of a cart with sorting boxes will facilitate enroute sorting.

(2) AUTOMATED MAIL DELIVERY SYSTEMS. If unmanned, self-propelled delivery systems are used, recipients involved in the delivery system will be thoroughly trained by MPMs on the use of this equipment. This training will be held well in advance of the system's installation. Automated delivery equipment accommodates the enroute sorting process if mail recipients are instructed to sort mail for other addresses when the machine arrives.

E X A M P L E

MAIL ROUTING GUIDE
(IN LIST FORMAT)

SUBJECT/TOPIC	OPEN	DELIVER UNOPENED	DATE/ TIME STAMP	SUSPENSE CONTROL	DISCARD	ROUTE IN TURN	TO: # COPIES
ATTN-Line Mail		X					INDIV
Bids (MISROUTED)	X		X				DLA-XXX
Budget Documents	X		X				DLA-XAB
Bulletin, Weekly	X				EXTRAS	DLA-XAA B&C	BULLETIN BOARD (1)
Claims (MISROUTED)							DLA-XXX
Combined Federal Campaign CFC Reports	X	X		X			DLA-XAA DLA-XAA
Commercial Activities	X			X			DLA-XAC
Contracts (MISROUTED)	X		X				DLA-XXX
DIMES Reports		X					MR. DOE
First-Line Addressed Mail		X					INDIV
Mail & Postal Management Messages	X			X			DLA-XAA HAND CARRY TO RECIPIENT
"TO BE OPENED ONLY BY ADDRESSEE" Mail		X					INDIV
Personnel Actions	X					DLA-XA DLA-XAB	
Postal Bill, USPS		X					MR. DOE
Records Management Recurring Reports	X	X		X			DLA-XAA MR. JOHNSON
Reports of Survey (MISROUTED)							DLA-XXX
Savings Bonds Award Requests Weekly Report Responses	X	X		X			DLA-XAA DLA-XAA
Suspense Dated Mail	X			X			ACTION OFC
Word Processing (WP) Center Completed Jobs		X					INDIV
WP Course Material				X			DELETE FROM MAILING LIST

Note: MPMs will contact their forms management officers when designing forms.

FIGURE 11-1

E X A M P L E

MAIL ROUTING GUIDE (CARD)			
SUBJECT/TOPIC: <u>BULLETIN, WEEKLY</u>			
ACTION	YES	NO	REMARKS
OPEN	X		1-BULLETIN BOARD
DELIVER UNOPENED	N/A		
DATE/TIME STAMP		X	
SUSPENSE CONTROL		X	
DISCARD	EXTRAS		
ROUTE TO: 1 COPY EACH: <div style="display: inline-block; vertical-align: top; margin-left: 100px;"> DLA-XAA DLA-XAB DLA-XAC </div>			
IN TURN:	N/A		
ALL COPIES:	N/A		
MISROUTED:	SEND TO:	N/A	

NOTE: MPMs will contact their forms management officers when designing forms.

FIGURE 11-2

CHAPTER 12

PREPARATION FOR MAILING
AND TYPES OF MAILING ITEMS TO USE

12-1 PROCEDURES. In the processing of outgoing mail, there are several operations which can be performed in either the central mailroom, decentralized mailroom, or in staff offices. These operations consist of date stamping, and checking the required number of copies, enclosures, signature block, and proper address on envelopes. These responsibilities will be defined in PLFA supplements to this manual.

12-2 SOURCE OF SUPPLY. Items for metering and DoD-304 indicia items should be obtained through normal supply or printing channels. Envelopes may be procured from GSA Schedule. See Federal Supply Schedule 75, Part V, Class 7530, Office Supplies, Envelopes: Mailing, Printed and Plain.

12-3 SPECIFICATIONS. See FIGURE 12-1. Also, DMM 137.24 governs Government agency mailing items.

a. Return Address Area. The return address may be up to six lines of type. The return address will be consistent with the activity's letterhead content, illustrated in DLAM 5020.1, Correspondence, chapter 1, figures 1 and 2. In accordance with DMM 137.242f, the activity return address may be printed when mailing items are procured or the return address may be rubber-stamped or handwritten. Statements will be printed (not handwritten or typewritten) and centered below the dividing line under the return address in the upper left corner:

(1) FOR METERED MAIL:

_____(DIVIDING LINE)
OFFICIAL BUSINESS

(2) FOR INDICIA MAIL:

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

b. Upper Right-Hand Corner

(1) METERED MAIL requires an area measuring approximately 1-« by 3-« inches to be reserved for the meter tape or stamp. Meter stamp formats are illustrated in DMM 144.41. The type, style, and size of Government agency meter stamps are fixed when meters are approved by USPS for manufacture. Meter stamps include the date of mailing, and the city and the state in a circle. The amount of postage is printed in a rectangular box with the words, "U.S. POSTAGE". "U.S. OFFICIAL MAIL" appears above this box. The meter license number appears under the box or between the box and the circle. Between the box and the circle, "PENALTY FOR PRIVATE USE \$300" appears. Other postal markings available from meter manufacturers in the form of snap-in die plates may be used within space limitations, such as FIRST CLASS, PRESORTED FIRST CLASS, THIRD CLASS, FOURTH CLASS, and PRIORITY MAIL. In accordance with DMM 144.45, meter stamps or tape must be printed or affixed in the upper right corner of mailing items.

(2) INDICIA DoD-304 MAIL must comply with the specifications contained in DMM 137.24. The indicium "POSTAGE AND FEES PAID, DEFENSE LOGISTICS AGENCY, DOD-304" must be printed. The indicium must contain a postal eagle emblem located 3/8 inch from the top of the mailing piece. The eagle emblem is optional on larger-than-letter-size mail and self-mailers completely printed by computer. The indicium is positioned BELOW the eagle emblem for

letter-size mailing items or to the left of the eagle emblem on larger-than-letter-size items which do not use a Facing Identification Mark (FIM). DMM 137.242 prescribes the use of the FIM. It is a vertical line bar code pattern functioning as an orientation mark for USPS letter-size mail facing and canceling equipment. FIM patterns measuring $\frac{1}{4}$ or $\frac{5}{8}$ inches are available at the local post office. Stocks of cards, envelopes, and self-mailers procured before 1 Apr 82 may be used until exhausted. Thereafter, envelopes requiring the FIM procured from GSA Schedule will include the FIM automatically.

(a) The FIM will be used on Business Reply Mail. It is required for all LETTER-SIZE mail measuring 3- $\frac{1}{4}$ by 5 inches up to 6- $\frac{1}{8}$ by 11- $\frac{1}{4}$ inches. USPS Notice 3A, Letter-size Mail Dimensional Standards Template is available at the local post office. Applicable items are those falling within the shaded area of the template, e.g., letter-size envelopes (including manila 6 by 9- $\frac{1}{4}$ inch envelopes), post cards and self-mailers.

(b) The FIM will NOT BE used on metered mail, G-53 permit imprint mail, labels, second-class mail, third-class bulk mail, larger-than-letter-size mail, or self-mailers completely printed by computer if the equipment cannot print designs other than letters and numbers and if the items are faced, sorted, and tied in bundles by ZIP Code.

(c) An area of 3 by 1- $\frac{3}{4}$ inches in the upper right corner of the address side of mailing pieces is reserved for the indicium and the FIM. The entire indicium, including the eagle emblem and FIM, must be within 3 inches from the right side of the mailing piece and within 1- $\frac{3}{4}$ inches from the top of the mailing piece. The FIM begins 2 inches from the right side of the mailing piece (plus or minus $\frac{1}{8}$ inch). It may be placed within $\frac{1}{8}$ inch from the top edge or touching the top edge of the mailing piece. The FIM bars supplied by USPS are $\frac{5}{8}$ of an inch in length. A FIM clear area begins 1- $\frac{3}{4}$ inches from the right edge, extending 1- $\frac{1}{2}$ inches to the left and $\frac{5}{8}$ of an inch from the top edge. This clear area will be maintained free of printing. Proper placement of the FIM is illustrated at FIGURE 8-3.

c. Extraneous Markings in Meter Stamp or Indicia Area. In accordance with DMM 129.4, no markings will appear in the meter stamp or DoD-304 indicia area except a green diamond border used to designate "FIRST-CLASS" on NONLETTER-size mail (e.g., flats) extending no further than $\frac{1}{2}$ inch from the item's edges.

d. Color of Ink for All Items. In accordance with Federal Property Management Regulation (FPMR), subpart 101-11.603-8, blue or black ink will be used to print the return address or indicia areas of metered or DoD-304 indicia items. Red fluorescent ink will be used for meter imprints, in accordance with DMM 144.43.

e. Promotional Slogans and Designs. Slogans and designs are prohibited on all DLA mailing items used within DLA, whether printed, stamped, or otherwise affixed. FPMR, subpart 101-11.603-9, requires GSA approval for use of slogans, designs, borders, and markings (such as magnetic markings, optical scanner markings, or other coding marks). Additional charges for extra printing may be incurred. The GSA policy is intended to reduce costs of printing mail pieces.

f. Typestyles for All Items. Italic and artistic font styles are not permitted.

g. Weight for All Envelopes. Envelopes must conform to postal quality described in DMM 129.2. Envelopes should be of 16-pound paper or heavier (17

by 22 inches, 1,000 sheet basis), and must be constructed in accordance with GSA specifications.

h. Color of All Envelopes (see DMM 129.1). When an address is placed directly on an envelope, a white envelope will be used. Envelopes larger than standard-size letter envelopes are known as "flats". Flats may be manila (kraft) or another color permitting a clear contrast. Labels for use on flats should be white. Window envelopes may be white, manila, or any other color that permits a clear contrast.

i. Use of Correct Envelope Sizes. Mailers will attempt to match the envelope size with its contents. This will help prevent damage to the envelope or its contents. Also, it will reduce mailing costs, since flats cost more to procure than standard-size letter envelopes. Envelope sizes will conform to the following postal size limitations.

(1) MINIMUM SIZE. Envelopes will be at least 3-« inches in height by 5 inches in length and rectangular in shape. USPS will not accept envelopes smaller than these dimensions (see FIGURES 5-1 and 5-2).

(2) STANDARD-SIZE LETTER ENVELOPES. The standard-size letter envelope for mailing folded correspondence is 3-7/8 by 8-7/8 inches. A standard-size letter envelope will accommodate five sheets of bond paper or ten tissue weight sheets, still keeping within the range of the minimum first-class postage. After stuffing and sealing, the thickness of the envelope should not exceed 7/16 inch. Otherwise, the envelope is subject to a surcharge (see FIGURE 5-2). An example of a standard-size letter envelope is at FIGURE 12-1.

(3) MAXIMUM SIZE ENVELOPES FOR LETTERS. Envelopes for letter-type mail should be no larger than 6-1/16 by 9-« inches.

(4) LARGER ENVELOPES (FLATS). An example of a flat is at FIGURE 12-2. The use of envelopes larger than 6-1/8 by 11-« inches for FIRST-CLASS mail weighing 1 ounce or less and single piece THIRD-CLASS mail weighing 1 ounce or less will result in a surcharge (see FIGURE 5-2). Oversize flats cost at least 3 times more to purchase than standard-size letter envelopes, flats and considerably more postage to mail. Unlike standard-size letter envelopes, flats cannot be processed by conventional sorting equipment. Handling costs are increased and delivery is delayed. Therefore, letter mail should be folded to fit standard-size letter envelopes whenever practicable. Flats should be used when items cannot be folded without damage (e.g., consolidated mailings, photographs, award certificates, booklets, and bound reports). When a flat is used, mailers will ensure that its size is as close as possible to the content size and that the envelope does not extend more than « inch past the edges of the item being mailed.

(5) OPAQUE ENVELOPES. Opaque designs printed on the inner surface of envelopes may be used when required. These designs should be as uniform as possible to avoid the appearance of lines of type parallel to the long edge of the envelope.

(6) WINDOW ENVELOPES. DMM 129.3 specifies USPS requirements for window envelopes.

(a) USPS requires window envelopes to be covered by transparent material. They must conform to GSA specifications. The use of window envelopes is advocated because they eliminate the time-consuming step of addressing envelopes. They should be used to the maximum extent practical. Auxiliary (or second) windows are permitted on standard-size letter envelopes, but they must be outside the indicia or meter tape/stamp area and the clear space (see FIGURES 12-1 and 12-3). Window envelopes for standard-size letter mail and inserts for mailing must be designed to ensure that the address is completely within the window. No other printing (except the word,

"TO") may appear within the window unless the printing is above the address or more than 5/8 inch to the left of the address. The address must be printed on white or a very light-colored paper. At least 1/4 inch clearance between the address and the left, right, and bottom edges of the window must be provided, regardless of any shifting of the contents.

(b) Window envelopes for mailing Savings Bonds under Department of the Treasury indicia will not be used by DLA disbursing offices. The example of a window Savings Bonds envelope in Federal Supply Schedule 75, Part V, Class 7530, will not be followed as it pertains to the Treasury Department indicium. MPMs will ensure that Savings Bonds window envelopes are metered by DLA mailrooms or converted to the permit imprint or DoD-304 indicia format, as applicable. Postage is paid by DLA, not by the Department of the Treasury.

(7) U.S. GOVERNMENT MESSENGER ENVELOPE. Standard Form 65A, B, or C may be used for transmitting interoffice mail. Envelopes are not required for the transmittal of unclassified mail when the addressee is located within the same headquarters, building, or served by the same mailroom.

12-4 UNAUTHORIZED TYPES OF ENVELOPES

a. Air Mail Envelopes. Procurement of air mail envelopes is prohibited EXCEPT for international mail (see paragraph 5-10).

b. Plastic Envelopes. Plastic envelopes are not authorized for letter-size mail. Plastic wrappings are authorized for bulk mailings, such as bound reports or other computer-generated documents.

c. Blank Envelopes. MPMs will evaluate requests for plain or other special-use envelopes. The expensive practice of procuring, storing, and issuing blank or specialty envelopes is not generally cost effective. Stockage of plain envelopes was discontinued throughout DLA in 1969 based upon simple economics. The cost to DLA for printed meter-format envelopes or DoD-304 indicia envelopes versus the cost to procure store, and issue blank or specialty envelopes is insignificant. DLA official mail envelopes can be used both internally and externally. Blank envelopes can only be used internally, and specialty envelopes can be used only for the purposes for which they were designed. When it is necessary to envelope internal mail (such as Privacy Act material, legal matters, or other sensitive material), mailers will use standard-size meter-format or DoD-304 indicia envelopes. When DoD-304 indicia envelopes are used by small DLA activities, mailers will mark the DoD-304 indicia area in the upper right-hand corner with an "X" to show that the mail is not going outside the internal mail system.

12-5 LABELS. White gummed or pressure-sensitive labels (see FIGURE 12-4) may be designed locally and printed by your activity bearing your activity's printed return address. These labels should be stocked by and ordered through your local supply or blank forms channels. Since mailing labels are used in lieu of envelopes, forms control is optional for stocking purposes, but is not required.

12-6 SELF-MAILERS. A self-mailer is a mail piece that has no outer cover, wrapping, or envelope. A self-mailer can be a folded (or unfolded) single sheet, a number of sheets, or a post card.

a. Non-Presorted Self-Mailers. Self-mailers not presorted, faced, and tied in bundles by ZIP Code must meet all requirements for envelopes or

single cards including size, shape, construction, addressing, color, and complete sealing.

b. Presorted Self-Mailers. Self-mailers that are to be presorted, faced, and tied in bundles by ZIP code may be constructed as follows:

(1) FOLDED SELF-MAILERS. Self-mailers should be folded to letter size, if possible, and fastened by at least one fastener on the long open edge. Fasteners on all three open edges are preferred from a postal processing standpoint. Gummed fasteners are preferred, but staples may be used if the staples lie flat and do not protrude, causing mail jams. Staples inserted by binding equipment usually meet this requirement. Those applied by hand-operated staplers frequently do not, and should be avoided.

(2) UNFOLDED SELF-MAILERS. Self-mailers that cannot be folded to letter-size without damage (such as booklets and magazines) need not be sealed on more than one edge (e.g., the spine or binding edge).

(3) DOUBLE REPLY CARD SELF-MAILERS (see DMM 322.3). When double reply card self-mailers are used, fasten the cards with at least one gummed fastener or flat staple as described above. When detached, the reply portion of the card must conform with the requirements for single cards. In some cases, Business Reply Mail (BRM) rules apply, depending upon who is returning the card (see chapter 8 for instructions on BRM).

12-7 SINGLE POST CARDS (see DMM 322.2). The use of post cards rather than letter mail is advantageous because post cards cost 7 cents less to mail than first-class letters. MPMs, forms management officers, and mailers should review applications which can be converted to the post card format. All post cards require blank forms control. Care should be exercised in their design to ensure that they meet USPS standards. To qualify for the post card rate, post cards must be no smaller than 3-1/2 by 5 inches and no larger than 4-1/2 by 6 inches. They must be rectangular in shape and be at least .007 of an inch thick. An example is at FIGURE 12-4.

12-8 ADDRESSING PROCEDURES FOR OUTGOING MAIL. DMM 122 governs this subject. The following topics should be addressed by MPMs in their periodic training and publicity programs.

a. Zip Codes. DMM 137.28 applies to Government use of ZIP Codes and requires either a 5-digit ZIP Code (or a ZIP + 4 Code). DMM 122.6 provides other useful information. USPS equipment depends upon these codes for sorting the mail. Their use speeds mail delivery.

(1) BACKGROUND. The 5-digit ZIP Code was introduced to DLA in the early Sixties. In 1978, USPS proposed an expanded 9-digit ZIP Code system to read, code, and sort mail with advanced technology, including optical character readers. The system was advocated for business and mass mailers who generate about 80 percent of all mail. These mailers may receive a half-cent discount on certain ZIP + 4 mail. The use of ZIP + 4 is entirely voluntary. In 1981, Government agency ZIP + 4 use was prohibited until further notice. Government agencies were prohibited from converting their mailing lists until 31 Dec 81 and implementing ZIP + 4 before 1 Oct 83.

(2) 5-DIGIT ZIP CODES are mandatory for use throughout DLA for all mail transmitted through USPS. A 5-digit ZIP Code will be included, as follows.

(a) As part of the printed address on all letterhead stationery and meter-use or indicia items.

(b) On blank forms, which contain spaces for mailing or return addresses.

(c) In publications, both regulatory and periodical, which contain mailing addresses.

(d) In mailings imprinted by addressing or automatic data processing machines. Bulk mailings may be presorted in ZIP Code sequence when cost effective.

b. ZIP Code Directories. USPS ZIP Code directories may be ordered by your publications supply officer from the Distribution Branch, Publications Division, HQ DLA (DLA-XPD).

c. Optional Address Abbreviations. We encourage the use of two-letter address abbreviations for states and territories because their use will result in more timely delivery of DLA mail. The use of these abbreviations enhances optical character recognition by USPS equipment. The abbreviations are not mandatory. Suggested address abbreviations are shown in the front section of the USPS ZIP CODE Directory.

d. Office Symbols on Outgoing Mail Items

(1) SENDER'S RETURN ADDRESS. Your supplement to this manual and periodic mail briefing should include instructions that the sender's office symbol will be typed or handwritten above or below the return address on envelopes, labels and post cards, EXCEPT when machine preparation makes this procedure impractical. This will eliminate opening of return-to-sender mail in DLA mailrooms to determine who sent it, and will expedite returned mail to you so that you will be aware of its nondelivery. Also, it will permit correspondents to direct their reply to your attention, and will help the mailroom sort incoming mail. Further, in the event of a postal complaint or inquiry, identification of the mailing office will expedite corrective action.

(2) ATTENTION LINES. When available and appropriate, use office symbols in attention lines to make the receiving mailroom's job of sorting mail easier and faster.

e. OCR-Readable Addresses, Formats, and Spacing. In 1982, USPS began installing optical character recognition (OCR) equipment in major postal facilities to process the growing volume of mail more efficiently and economically. The OCR equipment increases sorting productivity to 10,000 letters per work-hour (from 1,850 per work-hour with old letter sorting machines or 800 pieces per work-hour manually). The OCRs are capable of reading machine addressed LETTER MAIL and printing bar code translations on envelopes. Bar code sorters then sort the letters by reading the bar codes. This process eliminates memorization of route schemes and manual sorting of mail by postal clerks. To expedite the processing of DLA mail, the following OPTIONAL guidelines are recommended.

(1) USE UPPER CASE CHARACTERS. Upper case is preferred for six-line-per-inch spacing. It is required for eight-line-per-inch spacing.

(2) USE SINGLE SPACING (not double spacing) for the entire address block.

(3) USE COMMON TYPESTYLES if fonts are interchangeable (e.g., prestige elite). Italic, artistic, cyrillic, or script-like fonts cannot be read by OCR readers.

(4) USE A UNIFORM LEFT MARGIN for the address; do not indent lines.

(5) DO NOT USE PUNCTUATION (e.g., commas between city and state). Punctuation is not required in the address with OCR scanning. By not using punctuation, character spaces (which must be read) are conserved.

(6) USE ONE CHARACTER SPACE (two at the most) between words.

(7) USE STANDARD TWO-LETTER STATE ABBREVIATIONS (and other commonly used words) in addresses shown in the front section of the USPS ZIP CODE Directory.

(8) USE TWO (AND NOT MORE THAN FIVE) SPACES before the ZIP Code.

(9) PLACE THE ZIP CODE ON THE POST OFFICE-STATE LINE (see FIGURE 12-5); however, it may be placed at the left margin by itself on the next line.

(10) PLACE APARTMENT, OFFICE, AND SUITE NUMBERS at the end of the delivery address line (see FIGURE 12-5). If there is not enough space, place the number on the line immediately above the delivery address line.

(11) LOCATE THE ENTIRE ADDRESS within an imaginary rectangle or OCR Read Area (see FIGURE 12-5) on the front of the envelope formed by the following boundaries, as follows.

(a) 1 inch from the left edge.

(b) 1 inch from the right edge.

(c) 5/8 inch from the bottom edge (bottom line of rectangle).

(d) 3 inches from the bottom edge (top line of rectangle).

(12) KEEP THE OCR READ AREA CLEAR OF PRINTING, other than the address itself. Do not use tick marks, underlines, boxes, advertising, computer punch holes, or similar nonaddress information on standard-size letter envelopes.

(13) DO NOT PRINT ANYTHING IN THE BAR CODE READ AREA because it must be reserved for the application of Bar Codes by USPS.

(14) TYPE THE FULL NAME of the post office and country of destination in capital letters when addressing mail to a foreign country. The country name should be the last item in the address.

f. Color of Ink. Use black (or blue-black) ink on typewriters, addressing machines, computers, or other printing processes.

g. Rubber-stamped addresses are efficient for recurring mail applications, and their use is advocated. They should conform to the guidance in subparagraphs a through f above.

h. Good Addressing Practices. DMM 122 provides USPS rules on ad

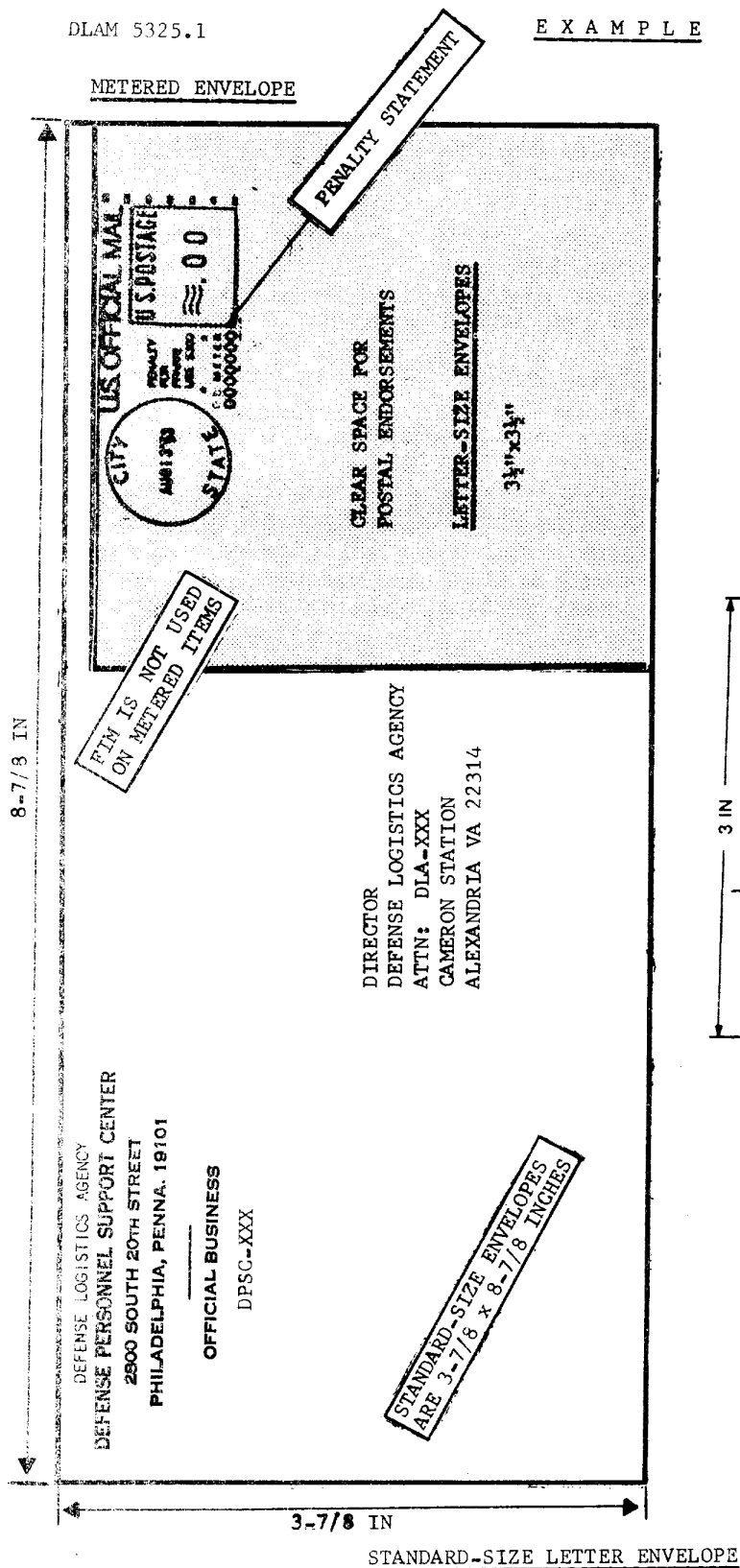
i. MPO Addresses. Good addressing procedures for military post office (MPO) mail are illustrated in DMM 122.8. MPOs are listed in DoD 4525.6-L.

j. Clear Space

(1) ENVELOPES. DMM 122.22 requires a CLEAR SPACE for postal endorsements at least 3-« inches (top to bottom inclusive) from the right edge of standard-size letter envelopes. Therefore, place addresses so that they will begin and end with a 3-« inch clearance from the right edge of the envelope (see FIGURE 12-1). On large envelopes or flats, USPS requires a clear RECTANGULAR space of not less than 3 by 4-» inches (or equivalent area) from the right edge of the mailing piece (see FIGURE 12-2).

(2) LABELS. Place labels at least 3-« inches from the right side of mailing pieces (see FIGURE 12-4).

(3) POST CARDS. DMM 322.31g requires a clear space for post cards at least 2-1/8 inches from the right edge of the card, top to bottom inclusive (see FIGURE 12-4).



FIM IS REQUIRED FOR INDICIA
LETTER-SIZE ENVELOPES, POST
CARDS, AND SELF-MAILERS
PROCURED AFTER 1 APR 82

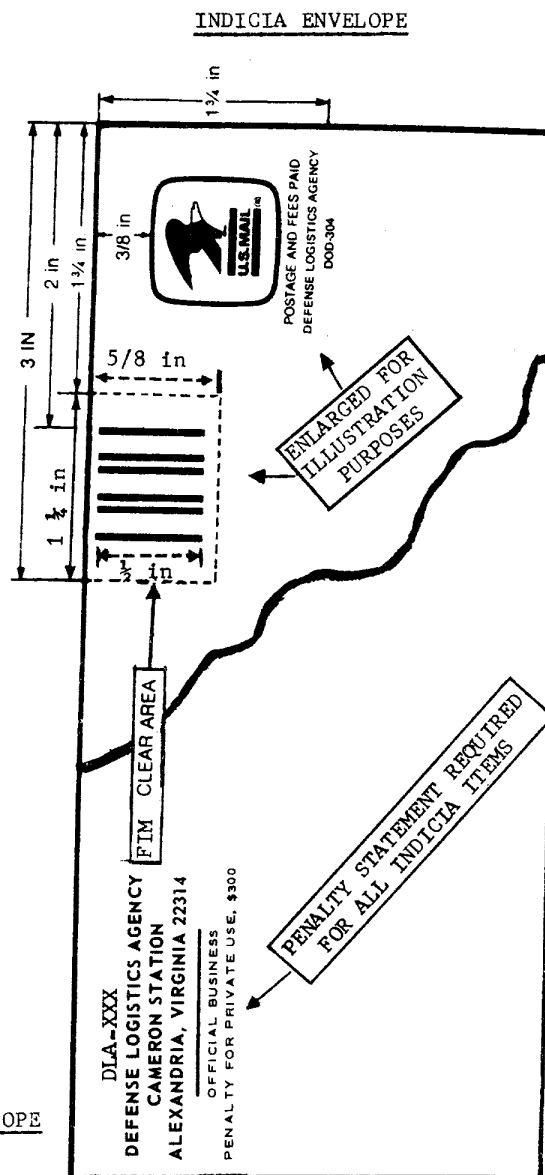
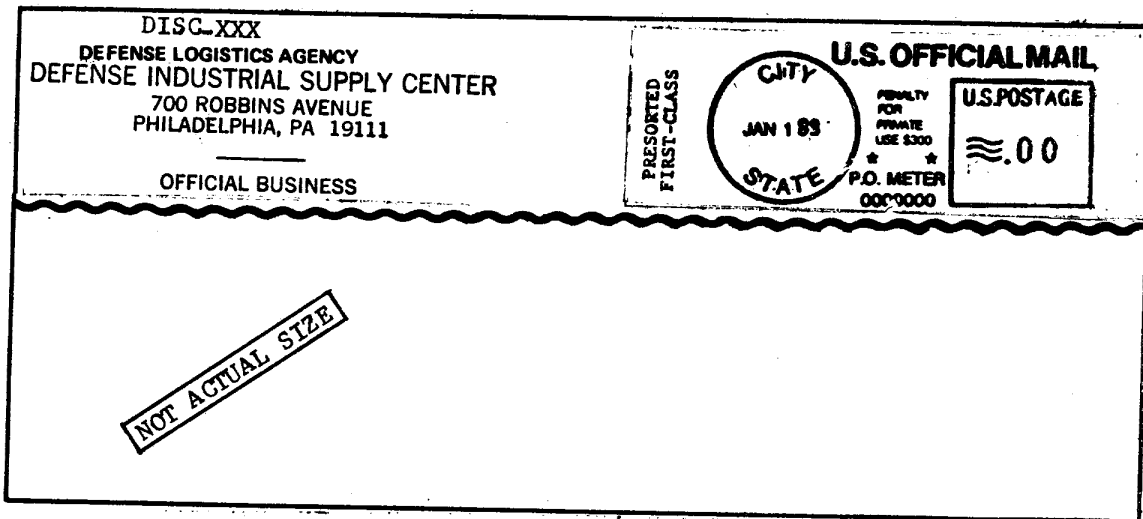


FIGURE 12-1
12-8

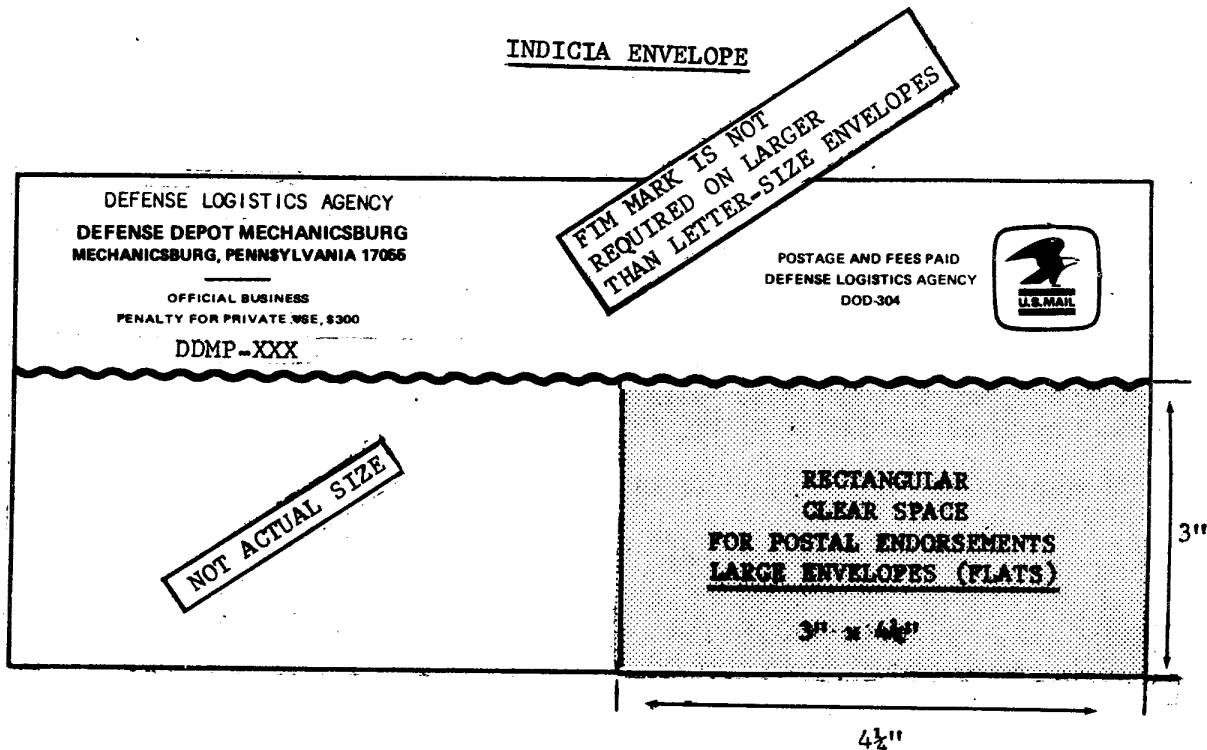
E X A M P L E

DLAM 5325.3

METERED ENVELOPE



INDICIA ENVELOPE



LARGE ENVELOPE (FLAT)

FIGURE 12-2

E X A M P L E

WHEN INSERTING CONTENTS INTO WINDOW ENVELOPES, MAKE SURE THE ADDRESS APPEARS AT LEAST $\frac{1}{4}$ INCH FROM THE LEFT, RIGHT AND BOTTOM EDGES OF THE WINDOW.

AN AUXILIARY (OR SECOND) WINDOW IS PERMITTED IF IT IS OUTSIDE THE CLEAR SPACE (SEE FIGURE 12-1).

The diagram illustrates the layout of a window envelope. At the top left, the return address is printed: "DEFENSE LOGISTICS AGENCY", "DEFENSE GENERAL SUPPLY CENTER", "RICHMOND, VIRGINIA 23219", followed by "OFFICIAL BUSINESS". Below this, an arrow points from the auxiliary window instruction box to a rounded rectangle containing "DGSC-XXX". To the right of the return address is a circular postmark with "CITY" at the top, "JAN 1 89" in the center, and "STATE" at the bottom. Further right is a postage meter stamp that reads "U.S. OFFICIAL MAIL", "PENALTY FOR PRIVATE USE \$300", "P.O. METER 0000000", and "U.S. POSTAGE ≈.00". Below the return address, the destination address is shown in a rounded rectangle: "TO: COMMANDER", "DCASR BOSTON", "495 SUMMER STREET", "BOSTON MA 02210". Marginal dimensions are indicated: $\frac{1}{4}$ " from the left edge, $\frac{1}{4}$ " from the bottom edge, and $\frac{1}{4}$ " from the right edge. A diagonal stamp in the bottom right corner reads "NOT ACTUAL SIZE".

WINDOW ENVELOPE

FIGURE 12-3

E X A M P L E

DLAM 5325.1

DEFENSE LOGISTICS AGENCY
CAMERON STATION
ALEXANDRIA, VIRGINIA 22314

OFFICIAL BUSINESS

DLA-XXX

FOURTH CLASS

CITY

JAN 1 83

STATE

U.S. OFFICIAL MAIL

U.S. POSTAGE

≈.00

PENALTY FOR PRIVATE USE \$300

P.O. METER 0000000

PLACEMENT OF LABEL:
AT LEAST
← 3½ INCHES →

FROM EDGE OF MAILING PIECE

FTM NOT REQUIRED ON INDICIA LABEL

MR JOHN BROWN
DDMP-XXX
DEFENSE DEPOT MECHANICSBURG
MECHANICSBURG PA 17055

LABEL

DDTC-XXX
DEFENSE LOGISTICS AGENCY
DEFENSE DEPOT TRACY
TRACY, CALIFORNIA 95376

OFFICIAL BUSINESS

COMMANDER
DCASR NEW YORK
ATTN: DCRN-XXX
201 VARRICK ST
NEW YORK NY 10014

FOURTH CLASS

CITY

JAN 1 83

STATE

U.S. OFFICIAL MAIL

U.S. POSTAGE

≈.00

PENALTY FOR PRIVATE USE \$300

P.O. METER 0000000

POST CARD CLEAR SPACE
← 2½ INCHES →

FTM IS REQUIRED ON INDICIA POST CARD

☒ YOUR ☐ OUR COMMUNICATION

Letter, 5 Feb 82, subject:

ACTION TAKEN OR RECOMMENDED:

☐ REQUEST DATE WHEN REPLY MAY BE EXPECTED

☐ NEGATIVE REPLY/REPORT

☒ REPLY WILL BE FURNISHED ON OR ABOUT (Date): 1 Mar 82

☐ MATTER REFERRED TO THE FOLLOWING ORGANIZATION FOR DIRECT REPLY:

☐ OTHER (Specify):

FROM (Typed or Printed Name and Title)

J. R. Brown
Chief, Review Section

SIGNATURE AND DATE

J. R. Brown 12 Feb 83

DLA FORM 65-R
OCT 80

EDITION OF MAR 78
IS OBSOLETE

NOTIFICATION FORM

POST CARD

FIGURE 12-4

12-11

E X A M P L E

GOOD ADDRESSING PRACTICES FOR OPTICAL CHARACTER READERS

It is important to arrange the address in an orderly manner so it can be read accurately by USPS optical character recognition (OCR) equipment.

1. POST OFFICE (PO) BOX
MS SALLY SMITH
PO BOX 34
DULUTH MN 55806
2. RURAL ROUTE (RR) OR
HIGHWAY CONTRACT ROUTE (HCR)
MR HARRY E BROWN
RR (HCR) 3 BOX 194-C
CANTON OH 44730
3. ORGANIZATION/PERSONAL NAME
DEFENSE PERSONNEL SUPPORT CENTER
ATTN: JOHN JONES
2800 S 20TH ST
PHILADELPHIA PA 19101

MR ROBERT A BLACK
DCRB-XX
DCASR BOSTON
495 SUMMER ST
BOSTON MA 02210
4. STANDARD STREET ADDRESS (NUMERIC)
MRS K JONES
5765 E 53RD ST APT 221
CHICAGO IL 60615
5. STANDARD STREET
ADDRESS (ALPHABETIC)
MR ALFRED HOOP
603 FIRST ST APT 666
DETROIT MI 48226
6. COMMUNITY IDENTITY
MR JOSEPH DEAL
HILLDALE
28 ELTON ROAD
SILVER SPRING MD 20903
7. DUAL ADDRESS CONCEPT. There is also a dual address concept in which both a PO box number and street address may be used. Remember that the address where you want your mail delivered must appear on the line next to the bottom.

GRAND PRODUCTS INC
100 MAJOR STREET
Mail will be delivered here...PO BOX 200
PORTLAND OR 97207

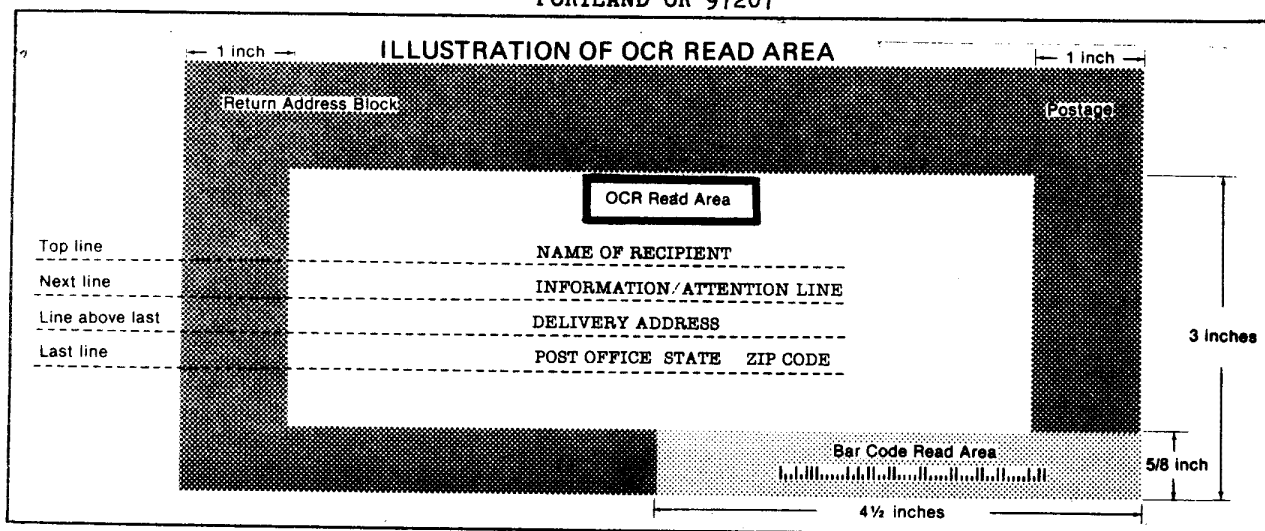


FIGURE 12-5

CHAPTER 13

OUTGOING MAIL OPERATIONS

13-1 CONSOLIDATING MAIL. By consolidating several pieces of mail into one large envelope or pouch, savings in envelope, handling, and postal costs can accrue. Within DLA, mail clerks will consolidate mail addressed to a given organization into one mailing piece. When consolidated mail is not practical due to low volume of mail for one addressee, mail clerks will fold items and use the smallest envelope possible to avoid higher mail costs and surcharges.

a. Establishing Consolidated Mail Sorting Bins. Consolidated mailings are feasible to many addressees with whom business is done regularly. Examples are HQ DLA, DLA field activities, and the Military Services that DLA supports. Annually, MPMs will survey outgoing mail to determine which addressees are sent mail in sufficient volume to make consolidated mail a cost-effective procedure. Accordingly, sorting bins or compartments will be established to hold consolidated mail for these addressees until dispatch at the end of the day.

b. Notifying Mailers. MPMs will notify internal mailers AT LEAST ANNUALLY by IOM or weekly bulletin notice that mail pieces for consolidated mail will be sent to the mailroom without envelopes. Also, PLFA supplements to this manual will include a list of addressees to which consolidated mailings are dispatched. This will save the cost of many standard-size letter envelopes. If a particular mail piece must go directly to an individual's attention, the mailer may fold the communication into a self-mailer, staple or tape the edge, and write the recipient's name, office symbol and activity on the mailing piece going by consolidated mail.

c. Preaddressing Envelopes. When practical, mail clerks will preaddress envelopes mechanically or with rubber stamps in sufficient quantity to be used as needed. To accommodate large and small consolidated mailings, both standard-size letter envelopes and flats may be preaddressed. If mail quantity is low for a particular consolidated mail addressee on any given day, a standard-size letter envelope will reduce mailing costs. Standard-size letter envelopes can accommodate up to four folded single sheets. Flats may be used for mailing of five or more unfolded single sheets.

d. Marking Mail Classes. Consolidated administrative mailings will be dispatched as FIRST-CLASS mail when weighing 12 ounces or less, or as PRIORITY mail when weighing over 12 ounces. Other than FIRST-CLASS, administrative mail matter will not be enclosed in first-class mail or priority mail consolidated mailings because of the added weight and cost. Volume mailers of THIRD-CLASS and FOURTH-CLASS administrative mail parcels will consolidate mailings to common addressees when feasible. Volume mailers will dispatch parcels as THIRD-CLASS mail if the consolidated parcel weighs under 1 pound, or as FOURTH-CLASS mail when weighing 1 pound or more.

13-2 PACKAGING MAIL. Refer to DMM 120 which illustrates USPS mailing preparation procedures. Most lost and damaged mail results from improper packaging and envelope overstuffing. Proper mail packaging can reduce lost and damaged mail headaches. Bulk mailings are subject to USPS bulk rate verification procedures. When bulk mailings are found to have an error rate of 10 percent or more, mailers must correct the errors or pay the full single-piece rate for the mail in question.

13-3 PROCESSING OUTGOING MAIL

a. Checking Outgoing Mail. Mail clerks will check outgoing mail to ensure that the following have been accomplished.

(1) ENVELOPES AND LABELS. Check mailing items to ensure that they are properly addressed, legible, and securely affixed to mailing items.

(2) CONTENTS OF METERED MAIL. Be sure that contents of metered mail are inserted into mailing items BEFORE they are weighed and metered and that no unmetered mail is sacked.

(3) PARCELS. Check parcels to determine if they are properly packed and wrapped (see DMM 120).

(4) MAILABILITY AND SURCHARGES. Check all items to ensure that they meet the criteria for mailability and fall in the standard-size range (see FIGURES 5-1 and 5-2).

(5) STANDARD-SIZE LETTER ENVELOPES. Mark or rubber stamp "Non-Machinable" on envelopes which are thicker than 1/4 inch, as shown in FIGURE 13-1.

b. Sealing Outgoing Mail. When manual sealing is necessary, mailers and mail clerks will moisten gummed flaps adequately over the entire gummed edge, press envelopes flat to remove as much air as possible, and exert pressure on the closed flap to ensure that it sticks securely. Unsealed flaps cause jams in USPS equipment, damage to mail pieces, and slow down the mail. Mailers and mail clerks will use care when sealing gummed flaps on envelopes to avoid the use of tape of any kind. DMM 121.342 permits cellophane and masking tape to be used to augment gummed flaps on envelopes. However, unnecessary taping slows down the outgoing mail process and increases overall mailing costs. Clasps, strings, buttons, staples or other similar devices to secure envelopes transmitted through the USPS are prohibited. String on packages will not be used, because string represents an invitation to grab, pull, or throw parcels or may cause packages to become entangled in USPS machinery. Mailers will not manually seal LARGE volumes of envelopes if the mailroom's mailing machine is equipped with a sealing mechanism. Operators will follow the manufacturer's instructions for proper insertion of envelopes in machines. There are size limitations on envelopes which can be sealed by a mailing machine. Therefore, operators must determine if the equipment is capable of sealing envelopes being processed.

c. Sorting Outgoing Mail. A sorting device will be used in central mailrooms, consisting of compartments identifying each local and out-of-town addressee frequently sent mail. During the process of sorting outgoing mail, mail that requires special handling will be separated. All envelopes, flats, and parcels will be faced with the address side up to allow for expeditious weighing and metering. Letter mail will be separated by envelope size. Items will be separated by class of mail (e.g., FIRST-CLASS mail, PRIORITY mail, etc.). Identical mailings will be bundled separately from other items with the weight per item recorded on the top item. See DMM 144.5 for metered mail sorting requirements.

d. Weighing Metered Mail. If scales require balancing, mail clerks will make sure that this is done before weighing items. When weighing identical mailings, only one item of a like kind needs to be weighed.

e. Computing Postage Costs and Metering. If electronic scales are used, postage options will be computed and the meter postage amount set, automatically. If manual scales are used and after items are weighed, mail clerks will pencil the total weight on the mailing items. When not using electronic scales, mail clerks will refer to postal rate charts to determine

zones, rates, and special mail fees. USPS Poster 103, Postage Rates, Fees, and Information is available at the local post office.

(1) IMPRINTING DATES. Dates of mailing are governed by DMM 144.47. The (date and place) circle must appear on each meter tape or impression. Mail clerks will show the actual date of dispatch (month, day, and year) in the meter postmark on all outgoing mail pieces EXCEPT when deposit is made after the last scheduled collection of the day. In this case, the date of the next scheduled collection will be used. Mail will be returned by the post office if wrong or stale dates are repeatedly used and steps are not taken to correct procedures.

(2) IMPRINTING LARGE DENOMINATIONS. Meter tapes or impressions will not overlap or cover up information on any other tape or impression. Some meters will imprint charges only to a maximum dollar value of \$9.99. Large mailing machines may be equipped with meters that register values up to \$99.99. The \$9.99 value meters will require two or more imprints for postage higher than that amount. In this instance, the first tape or imprint will be printed with an even dollar amount. The following example illustrates a multidenominational tape or impression:

<u>Amount Required</u>	<u>\$15.56</u>
First Tape	9.00
Second Tape	<u>6.56</u>
Total	\$15.56

(3) IMPRINTING SPECIAL MAIL SERVICE COSTS. Fees for special mail services (covered in chapter 6) which are required for a particular mailing will be included in the meter charges. For example, if the postage is \$1.25 and the registry fee is \$2.10, one imprint for \$3.35 should be made.

f. Bundling Metered Mail. DDM 144.51 governs USPS requirements for bundling metered mail. Mailings of five or more letter-size pieces will be bundled, boxed, or otherwise packaged with the addresses facing in one direction. Each class and denomination will be bundled separately. Special mail service items will be bundled separately. When quantity warrants, mail will be placed in trays, pouches, sacks, or hampers provided by the USPS, and marked or labeled "METERED MAIL". Any indicia mail from NON-DLA activities will be sacked separately.

13-4 DEPOSITING OUTGOING MAIL. At many DLA activities, USPS picks up mail from DLA mailrooms when incoming mail is delivered. Some activities deliver outgoing mail to local post offices.

a. Mailing Official Mail. DLA mailers will deposit outgoing mail in official mail "Out" boxes or other receptacles for dispatch through DLA mailrooms to USPS. Mailers will not deposit official metered or DoD-304 indicia mail in private or on-the-street USPS mail boxes. On-the-street USPS mail boxes are for public convenience and are not intended for official mail. Mixing DLA mail with private mail causes an additional sorting step at the post office, and slows down official mail. Metered mail goes through the post office faster because it requires no facing, size sorting, post-marking, or canceling.

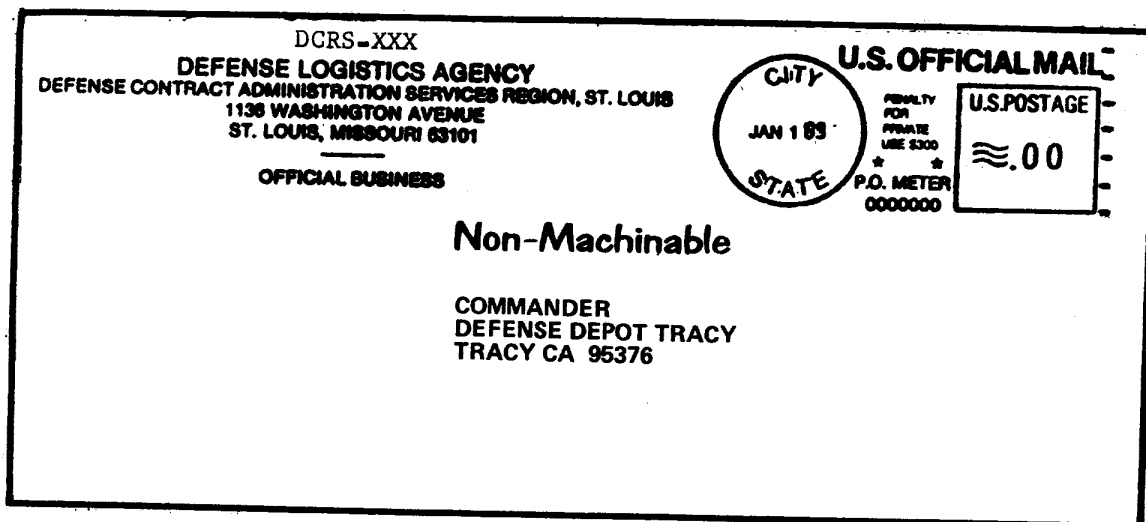
b. Mailing in City of License. Metered mail will be deposited into USPS channels in the city in which the meter is licensed in accordance with DMM 144.52, unless USPS authorization for drop shipments under DMM 144.39 has been granted.

c. Mailing from Remote Locations. Traveling DLA personnel will use the mailing items of the visited DLA activities, rather than take with them premetered items used at their primary place of duty. Traveling DLA personnel who visit non-DLA activities may use prepaid (premetered) UNDATED letter-size envelopes and cards in the format shown at DMM 144. 112 when visiting a non-DLA activity. However, prepaid metered mail is considered "return reply mail" by the USPS and will be delivered only to the address of the meter license holder. Also, unused prepaid metered items waste postage. Prepaid metered mail will not be used to originate mail to a third party. As an alternative, DLA personnel who plan to travel to a non-DLA activity will arrange in advance for postage stamps and blank mailing items if they wish to originate mail going to another agency or the private sector.

E X A M P L E

DLAM 5325.1

LETTER-SIZE ENVELOPES
THICKER THAN $\frac{1}{4}$ INCH
CANNOT BE PROCESSED
BY USPS EQUIPMENT.
MARK: NON-MACHINABLE.



NON-MACHINABLE MAIL

FIGURE 13-1